

West Bradford Parish Council

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 29 May 2024 at West Bradford Village Hall

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr H Best Parish Cllr M Fox Parish Cllr R Marsden
Apologies:	Parish Cllr R Chew (Vice Chair) Cllr K Horkin MBE (RVBC)
Clerk present:	Andrew Glover
County Cllr present:	None
Members of the public / other persons present:	Mr J Evans (minute items 2bi, 3 and 9A) Mrs B Hargreaves (minute item 9A) Mr H Hargreaves (minute item 9A)

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes / Matters Arising a) <u>Minutes of the last meeting (24 April 2024):</u> The minutes of the meeting held on 24 April 2024 were signed by the Chair as a true and accurate record. Proposed by: Cllr H Best Seconded by: Cllr R Marsden Resolved The signed minutes of the meeting held on 24 April 2024 would be posted on the Parish Council website	Clerk

b)	<p><u>Matters arising:</u></p>	
i)	<p><u>Letter of complaint to RVBC</u></p> <p>Following the appearance of two residents at the March meeting (objecting to the procedure followed by RVBC in determining planning application 3/2024/0011), the Clerk had – as agreed – sent a letter of complaint to RVBC on members’ behalf. As no response to this letter had been received by RVBC’s own deadline of 29 April, the Clerk had emailed RVBC once more and as a result had been provided with a detailed response to the letter of complaint. A copy of the RVBC response was made available for members’ information.</p> <p>Mr Evans had attended the meeting with a view to receiving an update on this matter. It was explained to (and accepted by) Mr Evans that the issue remained unresolved pending further discussion <i>in camera</i> at this meeting.</p> <p>The Clerk had carried out an in-depth assessment of the response received from RVBC, and he presented this to members. Whilst councillors remained unconvinced by some of the Borough Council’s comments regarding its own assessment of the number of objections it had received, it was agreed that further testing of the Borough Council’s stance would require considerable effort on the Clerk’s part. In particular, it was noted that the root of the problem was the inadequacy of the wording in the Borough Council’s Scheme of Delegation, and that RVBC was already taking steps to remedy this. In the circumstances, members agreed not to escalate the matter through RVBC’s formal complaint procedure, but instead to ask the Clerk to write to RVBC and encourage the Borough Council to complete the updating of its internal procedures as soon as possible, thereby ensuring that – in future – a sole submission made by an agent on behalf of multiple clients would be given due weight.</p> <p>Resolved Clerk to write to RVBC and encourage officers to complete its updating of the Scheme of Delegation accordingly Clerk to update the Planning Agent in question on the Parish Council’s stance</p>	<p>Clerk</p> <p>Clerk</p>
ii)	<p><u>Potholes etc</u></p> <p>As requested, the Clerk had contacted LCC and advised officers of a number of potholes around the village. LCC had subsequently confirmed the following.</p> <p>With regard to Chapel Lane, repairs to defects meeting the investigatory level of 40mm had been identified and listed for repair. However, members were disappointed to learn that some of the more impactful potholes did not appear to meet the County Council’s criteria for repair.</p> <p>With regard to Bowland Gate Lane, 3 areas of edge deterioration requiring remedial work had been identified. It was aimed to repair these defects within 20 working days. Members commented that the repair work undertaken to date appeared to consist of loose stone being compacted into gaps at the road side, which – as in previous years – was likely to wash away in the first inclement weather.</p>	

<p>iii)</p> <p>iv)</p>	<p><u>Defibrillator – The Circuit</u></p> <p>The Clerk confirmed that (with the assistance of Darren Hudson, for which members were grateful) the Circuit website had now been updated and the defibrillator was once again shown as active.</p> <p><u>Ribble Valley Borough Council – 50th anniversary</u></p> <p>As requested, the Clerk had recorded the Parish Council’s interest in acquiring a redwood provided free of charge by RVBC. This interest had been acknowledged and discussions with RVBC were underway. It was understood that the redwood would be provided in a tub, allowing some flexibility in terms of planting pending discussion with the VHMC.</p> <p>Resolved Chair to store the tub prior to planting of the tree ClIr Fox to approach the Village Hall Management Committee on whether the tree could be planted on the village hall playing fields (and if so, where)</p>	<p>Chair MF</p>
<p>3.</p>	<p>Public questions, comments or representations:</p> <p>Mr Evans reminded members that he owned land at the top of Eaves Hall Lane, through which passed a public right of way. This track was largely unsuitable for motor vehicles, but (given the current closure of the road from Waddington to Slaidburn) had recently been used as a “rat run” by delivery drivers and others. In an attempt to deter traffic, Mr Evans had prevented access to the track by locking a gate with a chain, but this chain had been forcibly removed.</p> <p>Mr Evans sought guidance from members on the options open to him. It was agreed that, although the track was a public right of way, the County Council was unlikely to take action with regard to an unadopted highway. As landowner, he was entitled to take more robust action to prevent the passage of unauthorised vehicles across his land (eg use a stronger chain), or erect signage to prevent future trespass.</p> <p>ClIr Marsden offered to engage with a neighbouring landowner who may be similarly affected, with a view to exploring other possible action.</p> <p>Resolved ClIr Marsden to pursue</p>	<p>RM</p>
<p>4.</p>	<p>Update from Ward Councillor present:</p> <p>None</p>	

5.	<p>Bradford Bridge</p> <p>At the April meeting, members had commented on:</p> <ul style="list-style-type: none"> • vehicular impact to the village (north eastern) side of the bridge; and • a large pothole at the village end of the bridge. <p>Both of these matters had been reported to LCC, and officers had subsequently confirmed their awareness of the impact damage to the bridge. Bridge engineers were said to have assessed the damage and did not consider it to be in a dangerous condition.</p> <p>LCC confirmed that it had repaired the pothole on the bridge on 1 May 2024. However, members commented that the pothole had already reappeared and asked the Clerk to report the matter once more.</p> <p>Resolved Clerk to once again report the pothole to LCC</p>	Clerk
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>a) <u>Update – planning application 3/2021/0661</u></p> <p>The Clerk reported that an email approach had been received from United Utilities (UU), offering an update on the HARP project. UU was seeking the availability of a small number of members to meet with UU during w/c 10 or 17 June.</p> <p>Members discussed the approach, and asked the Clerk to contact UU and establish the following:</p> <ul style="list-style-type: none"> • officers’ preferred dates for an evening meeting; • whether the meeting would be in person or over Microsoft Teams; and • whether all 5 elected members would be welcome to attend. <p>Resolved Clerk to pursue</p>	Clerk
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – April 2024</u></p> <p>The Clerk submitted details of income and expenditure for the month of April 2024 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for April 2024 as presented would be signed off</p> <p>b) <u>LCC PROW and biodiversity grants (Appendices 2A-2C)</u></p> <p>LCC was once again offering to provide grants of £500 (PROW) and £300 (biodiversity) for applications made by parish councils prior to the deadline of 30</p>	

	<p>June 2024. In anticipation that members would wish to submit an application for funding, the Clerk had drafted an application for their consideration.</p> <p>Resolved Members agreed that the application form should be submitted to LCC as drafted</p> <p>In addition, as part of the grant-funding process, the Parish Council was obliged to complete a report form outlining how the £800 provided by LCC for 2023/24 had been spent. Again, the Clerk had drafted a document for members' consideration.</p> <p>Resolved The draft report compiled by the Clerk for the period 2023/24 should be submitted to LCC</p>	<p>Clerk</p> <p>Clerk</p>
<p>8.</p> <p>A)</p> <p>a)</p> <p>B)</p>	<p>Governance</p> <p><u>External audit 2023/24</u></p> <p>At the March meeting, members had agreed to adopt a timetable drafted by the Clerk, setting out the various milestones intended to ensure that all requirements of the external auditors were met. In line with the adopted timetable, the Clerk reported as follows:</p> <p><u>Certificate of Exemption - correction</u></p> <p>The Clerk reminded members that, at the April meeting, they had been invited to approve a draft certificate of exemption. On approval, this had been duly signed off by the Chair. However, the Clerk had subsequently noticed that the version submitted to members for their consideration had been incorrect, in that it overstated the income received during 2023/24. The income figure for the period in question had been presented to members as £15,787; this had inadvertently included the sum of £5,145 for assets held by the Parish Council at the start of the year. The correct income figure for 2023/24 should therefore have been £10,642 (made up of £8,061 in the form of the precept and £2,581 other receipts such as grant funding).</p> <p>A copy of the revised draft certificate was presented to members.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • revoke the version of the certificate of exemption previously approved at the April meeting, and instead authorise the Chair to sign the revised draft certificate; and • authorise the Clerk to send the revised certificate to the external auditors prior to the deadline of 1 July 2024 <p><u>Signing-off of other AGAR documentation</u></p> <p>Members were required to approve a number of documents in order to undertake the external audit process. Members noted that this approval was to be given in accordance with the following stipulations imposed by the external auditors:</p>	<p>Clerk / Chair Clerk</p>

- the documents were to be presented in the **particular order** in which the external auditors require approval to be given; and
- all the following documents must be published on the Parish Council's website by **1 July 2024**.

i) Presentation of Internal Auditor's report

Members were invited to consider the copy of the internal auditor's report for 2023/24, and were pleased to learn that, in completing her internal audit report, the auditor had not chosen to make any recommendations / observations in relation to the year 2023/24.

Resolved

Members agreed to:

- **formally adopt the completed internal audit report; and**
- **authorise the Clerk to arrange for display of the internal auditor's report on the Parish Council website before 1 July 2024**

Clerk

ii) Internal auditor's fee

The Clerk confirmed that the internal auditor's fee of £140 for undertaking her professional services auditor during 2023/24 had now been paid.

iii) AGAR Section 1 - Annual Governance statement

The Clerk had completed a draft Annual Governance Statement based upon evidence which he had compiled and which underpinned the submission. A copy of the underpinning evidence was provided.

Resolved

Members agreed to:

- **note the contents of the draft Annual Governance Statement and the underpinning evidence;**
- **formally adopt the Annual Governance Statement through its signature by the Chair and Clerk; and**
- **authorise the Clerk to arrange for its publication on the Parish Council website before 1 July 2024**

Clerk

iv) AGAR Section 2 - Accounting Statement

A copy of the draft Section 2 Accounting Statement was provided. This had been completed and previously signed by the Clerk as Responsible Financial Officer, and would now need to be approved by the Parish Council and then signed by the Chair.

cont

	<p>Resolved</p> <p>Members agreed to:</p> <ul style="list-style-type: none"> • note the content of the Accounting Statement; • formally adopt the Accounting Statement and authorise the Chair to sign it on behalf of the Parish Council; and • authorise the Clerk to arrange for its publication on the Parish Council website before 1 July 2024 	Clerk
v)	<p><u>Public Rights / Publication Requirements</u></p> <p>By 30 June 2024, smaller authorities must have published various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. In addition to (i) the internal auditor’s report and (ii) Sections 1 and 2 AGAR (approved and signed), the following documents should also be displayed (either under the above Regulations or as a matter of best practice), and were presented to members for their consideration:</p> <ul style="list-style-type: none"> • explanation of variances; • bank reconciliation; • notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015; and • list of expenditure over £100. <p>Resolved</p> <p>Members agreed to:</p> <ul style="list-style-type: none"> • note the proposed dates for the period of public rights (1 July – 9 August); • formally adopt the documents set out in the paragraph above; and • authorise the Clerk to arrange for their display on the Parish Council website before 1 July 2024 	Clerk
9.	<p>Planning applications considered</p> <p>A) <u>Planning application 3/2024/0011</u></p> <p>Mr and Mrs Hargreaves (the applicants) attended the meeting as they wished to engage with members now that the above application had been approved. The applicants were aware that the application was considered contentious by local residents, and therefore wished to advise members of the background to – and wider context of – application 3/2024/0011.</p> <p>Mr Hargreaves talked through the circumstances which had led to submission of the application, in the process seeking to address some of the concerns which the Parish Council had expressed in its letter of objection to the Local Planning Authority. Mrs Hargreaves outlined her experience of working in the dog kennelling industry, and sought to reassure members of her intention to be a “good neighbour” when dogs were kept on site.</p>	

Mr Evans (who had remained for this discussion) expressed his continued disappointment at the approval of the application for dog kennelling, and feared that – as well as disturbing his right to quiet enjoyment – the establishment of a commercial dog kennel may have a negative impact on house prices in the vicinity.

Picking up on Mr Hargreaves' comments on the growth of his business from its inception, the Chair queried whether future approval for more dogs to be kennelled would be sought, and (if so) where did this expansion stop? He also reiterated the Parish Council's ongoing concern regarding the increase in traffic flow on an increasingly busy and narrow highway.

In conclusion, and in the spirit of openness, Mr Hargreaves set out his future plans for the site:

- a planning application would be submitted to discharge conditions imposed under application 3/2024/0011 (drainage and construction method statement);
- consent would be sought to increase the number of dogs permitted for day care from 12 to 24 (thereby bringing the planning consent in line with the relevant licence);
- an application for a residential dwelling on the site would be submitted in due course; and
- an application for consent for other farm facilities (a building and also feed towers) may yet follow.

Members thanked Mr and Mrs Hargreaves for their attendance and their willingness to engage with the Parish Council on this matter.

B) Recent planning applications - for consideration as a statutory consultee:

a) None

C) List of contested applications

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.

An updated version of the document was presented for members' consideration.

D) Referral to RVBC Planning Enforcement

i) Matter previously referred to RVBC Planning Enforcement

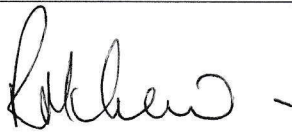
At their April meeting, members had been made aware of residents' concerns that an unauthorised development in the village had now been the subject of a planning application but that this application had been refused. Members were

	<p>sceptical of this information as they did not believe that they had been consulted on any such planning application, as they would usually expect to be. The Clerk had therefore sought clarification on this issue, and had been advised that a planning application had indeed been submitted. However, it remained invalid and would not be progressed by RVBC pending the receipt of further information from the applicant.</p>													
<p>10.</p> <p>a)</p> <p>b)</p> <p>i)</p> <p>ii)</p> <p>iii)</p>	<p>Lancashire Best Kept Village Competition (LBKVC) 2024</p> <p><u>Progress / judging</u></p> <p>Members noted that judging was due to commence on 3 June.</p> <p><u>Publicity</u></p> <p><u>Banners</u></p> <p>The banner at the Coronation Gardens had now been displayed. The one at the junction of Grindleton Rd / Westfield Drive was yet to be erected.</p> <p>Resolved Clerk to erect asap</p> <p><u>Poster</u></p> <p>This had been displayed, and the key to the notice board handed to Cllr Chew (who would seek to have some duplicate copies cut).</p> <p><u>Text of email to be circulated by Cllr Chew</u></p> <p>As requested, Cllr Chew had arranged for the circulation of text advising villagers of the forthcoming competition, and seeking their co-operation in keeping the village tidy.</p>	<p>Clerk</p>												
<p>11.</p>	<p>D Day commemoration – Thursday, 6 June 2024</p> <p>The Parish Council had previously indicated its intention to participate in the national D Day commemorative event to be held on 6 June 2024. Members considered progress made to date with regard to the arrangements for the event, including:</p> <table border="1" data-bbox="279 1556 1252 1937"> <thead> <tr> <th>Action</th> <th>Lead</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="3">Flying the flag:</td> </tr> <tr> <td>Cenotaph: flag has been purchased and to be flown prior to / during the event</td> <td>Clerk</td> <td>Purchased</td> </tr> <tr> <td>Village Hall: second flag been ordered at Cllr Fox's request, for display there</td> <td></td> <td>Ordered</td> </tr> </tbody> </table>	Action	Lead	Status	Flying the flag:			Cenotaph: flag has been purchased and to be flown prior to / during the event	Clerk	Purchased	Village Hall: second flag been ordered at Cllr Fox's request, for display there		Ordered	
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Flag handed to Cllr Fox for him to arrange display at Village Hall		MF to arrange display
Lighting of the beacon:		
<ul style="list-style-type: none"> to prevent the fire burning for a long period, the beacon bucket would be half-filled and fast-burning material used 		Agreed
<ul style="list-style-type: none"> due to the recent poor weather, the beacon to be filled on the day of the event 	Chair MF / SW	Chair to deliver wood to Village Hall MF / Sam W to load on the day
<ul style="list-style-type: none"> Chair to approach Sam Wrathall regarding cleaning the beacon etc 	Chair	Not yet done
<ul style="list-style-type: none"> Cllr Fox to perform the lighting on 6 June 	MF	Agreed
Bar opening:		
<ul style="list-style-type: none"> Cllr Chew to approach bar staff (and potentially open the bar herself if necessary) 	RC	Bar will be open from 7pm on the night (rather than opening for the pop up bar on the Friday)
Reading of the International Tribute:		
<ul style="list-style-type: none"> Microphone available from Village Hall / no other support from FT needed 		
<ul style="list-style-type: none"> Clerk to ask Revd Christopher Wood if he would undertake the reading 	Clerk	Rev Wood has agreed. Contact him again nearer the time.
Fish and Chip van:		
<ul style="list-style-type: none"> Not imperative 		
Promotion / publicity:		
<ul style="list-style-type: none"> Cllr Chew to promote via Facebook etc 		Done – poster sent

	<ul style="list-style-type: none"> • Clerk to place on Parish Council website 		Done	
	<p>General:</p> <ul style="list-style-type: none"> • In the absence of the Chair (and also Cllr Marsden) on 6 June, Cllr Chew – as Vice Chair – would coordinate activities on the night. 	RC		
	<p>Resolved Clerk to send copy of flag invoice to Anne Backhouse to seek reimbursement from VHMC Clerk to check the following issues with Cllr Chew:</p> <ul style="list-style-type: none"> - Rev Wood's ill-health will not prevent him from reading the tribute - Microphone will be available <p>Cllr Best has offered to read the tribute if the Revd Wood is not available – Clerk to send her a copy of the text</p> <p>Agreed timings:</p> <ul style="list-style-type: none"> • 7pm – bar open; • 8.45pm – parade by cadets; and • 9.15pm – lighting of the beacon and international tribute 			<p>Clerk</p> <p>Clerk</p> <p>Clerk</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>B) <u>New signage – access to the village</u></p> <p>Discussion deferred until the June meeting.</p> <p>Resolved Clerk to diary</p>			Clerk

<p>13.</p> <p>a)</p> <p>i)</p> <p>ii)</p>	<p>Lengthsman</p> <p><u>Replacement Lengthsman – progress to date</u></p> <p><u>Spraying</u></p> <p>At the April meeting, the Chair had offered to carry out spraying of weeds around the village and on the running track. However, primarily due to the weather he had not yet been able to progress this.</p> <p>Resolved Pending spraying, Clerk to ask Lengthsman to remove the unsprayed weeds as best he could Clerk to suggest that work to remove overhanging vegetation on Straitgate be undertaken</p> <p>Cllr Fox reported that the Cadets were planning to undertake a clean up around the Village Hall on the night of Tuesday 4 June.</p> <p>Resolved Clerk to ensure that the leafblower was handed to Cllr Fox before 4 June</p> <p><u>Invoice</u></p> <p>The Lengthsman had submitted his invoice for the period 18/03/2024 – 30/04/2024, totalling £165 for 11 hours @£15 per hour. A summary of the tasks undertaken during the above period was provided.</p> <p>Resolved Invoice approved, Clerk to forward the cheque to the Lengthsman</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>14.</p>	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Fox had arranged for the portrait of King Charles to be prominently displayed in the Village Hall; • Parish Councils’ Liaison Committee – no update. Meeting scheduled for 20 June has been cancelled. The next Parish Council Liaison Committee will now take place on 12 September 2024; and. • Lancashire Association of Local Councils – no update • Hanson Cement Liaison Committee – date tbc 	
<p>15.</p> <p>a)</p>	<p>Correspondence / requests received</p> <p><u>Grant funding – community orchard</u></p> <p>LCC had indicated that it was seeking applications for grant funding towards the establishment of community orchards, intended to provide a lasting legacy to mark the King's coronation.</p> <p>cont</p>	

	<p>Resolved The Parish Council would not pursue this funding bid</p>	
16.	<p>Any Other Business</p> <p>a) <u>Contractors pouring paint etc down drains</u></p> <p>The Clerk had received a complaint from a local resident expressing concern at two instances where contractors had allegedly poured paint etc down drains outside the following premises. This was said to have occurred at:</p> <ul style="list-style-type: none"> • 8 Southfield Drive; and • Eastfield Drive (on the southern side of the bend). <p>Resolved Clerk to report the matter to the Environment Agency Clerk to update complainant</p> <p>b) <u>Waste bin on Coronation Gardens</u></p> <p>A village resident had complained to the Clerk about dog walkers using the bin at the Coronation Gardens to dispose of dog waste, despite there being a designated dog waste bin in close proximity at the end of Straitgate. It was suggested that the smell caused by dog waste deposited in the Coronation Gardens bin could cause upset to users of the benches adjacent to the war memorial. The resident had therefore asked whether a sign could be displayed next to the Coronation Gardens waste bin asking for dog mess to be deposited in the Straitgate bin.</p> <p>Members noted that there was a (very faded) RVBC sign on the bin indicating that dog waste may be left in it. As such, no further action could be taken.</p> <p>Resolved Clerk to update resident</p>	<p>Clerk Clerk</p> <p>Clerk</p>
	<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council was to be held at 7.30pm on Weds 26 June 2024.</p> <p>The meeting closed at 9.18pm</p>	
Signed by:		
	Date: 26.6.24	<p>PP Cllr A Bristol</p> <p>Chair</p>