

**West Bradford Parish Council**

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**Minutes of the meeting of West Bradford Parish Council held on Wednesday 24 April 2024 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 R Marsden
Apologies:	Cllr K Horkin MBE (RVBC)
Clerk present:	Andrew Glover
County Cllr present:	None
Members of the public / other persons present:	None

1.	<b>Declarations of Pecuniary, Other Registrable and Non-Registrable Interests</b>  None	
2.	<b>Minutes / Matters Arising</b>  a) <u>Minutes of the last meeting (27 March 2024):</u>  The minutes of the meeting held on 27 March 2024 were to be signed by the Chair as a true and accurate record.  Proposed by: Cllr H Best Seconded by: Cllr R Marsden  <b>Resolved</b> <b>The signed minutes of the meeting held on 27 March 2024 would be posted on the Parish Council website</b>	Clerk

<p>b)</p> <p>i)</p> <p>ii)</p> <p>iii)</p>	<p><u>Matters arising:</u></p> <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 – as agreed – had drafted a letter of complaint. This had been circulated around members and, following their input to and general approval of its content, submitted to RVBC by email on 5 April 2024. A copy of the final version of the letter was attached for members’ information.</p> <p>The letter also identified a number of alleged breaches of planning condition relating to the development site, and asked for these to be referred to and investigated by RVBC Planning Enforcement officers.</p> <p>As requested, Cllr Horkin had been copied into the email in which the letter of complaint was submitted. Cllr Horkin had subsequently suggested that the letter should be displayed on the Parish Council website; with the agreement of the Chair, a redacted version of the letter had been posted on 6 April 2024. By 23 April, the post had been viewed 29 times (a significantly high number).</p> <p>On submission, an automatic response had been received indicating that RVBC would:</p> <p style="padding-left: 40px;">“aim to resolve complaints within 15 working days. Where this is not possible, we will keep you informed of progress and let you know when a response will be ready.”</p> <p>Should no response be received by 29 April (when the period of 15 working days would expire), the Clerk was asked to pursue this matter with RVBC.</p> <p>Members felt that the letter submitted was a detailed and accurate summary of their views and thanked the Clerk for his efforts in compiling it.</p> <p><b>Resolved</b>  <b>Clerk to chase up a response from RVBC as appropriate</b></p> <p><u>Drains</u></p> <p>Cllr Chew confirmed that she had reported to RVBC Environmental Health a problem with a drain from a local property, which emptied from the kitchen area onto the highway. However, the matter had not yet been resolved. Members observed that the wastewater from the drain should presumably enter into the foul water system.</p> <p><u>Portrait of King Charles III</u></p> <p>The Clerk advised that a free copy of the commemorative portrait provided by HM government had now received and had been added to the draft Asset Register. It was agreed that that the portrait should ideally be displayed in the Village Hall.</p> <p>(cont)</p>	<p>Clerk</p>
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	<p><b>Resolved</b>  <b>Cllr Fox to store the portrait at the Village Hall prior to discussing its display with the Village Hall Management Committee</b></p>	<b>MF</b>
3.	<p><b>Public questions, comments or representations:</b></p> <p>None</p>	
4.	<p><b>Update from Ward Councillor present:</b></p> <p>None</p>	
5.	<p><b>Bradford Bridge</b></p> <p>It was commented that the village side of the bridge had once again been struck by a vehicle, although no details of this incident were available. A large pothole had also appeared in the road as it passed over the bridge.</p> <p><b>Resolved</b>  <b>Clerk to report both of these matters to LCC</b></p> <p>Members noted that a number of other problems were being encountered with village roads, including:</p> <ul style="list-style-type: none"> <li>• Chapel Lane (large potholes at both the Clitheroe Rd and Grindleton Rd ends); and</li> <li>• no action had yet been taken by the Highways Authority to address the concerns previously expressed about the poor condition of Bowland Gate Lane.</li> </ul> <p><b>Resolved</b>  <b>Clerk to also report these matters to LCC</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
6.	<p><b>Haweswater Aqueduct Resilience Programme (HARP)</b></p> <p>a) <u>Update – planning application 3/2021/0661</u></p> <p>None</p>	
7.	<p><b>Overview of financial position:</b></p> <p>a) <u>Monthly accounts – March 2024</u></p> <p>The Clerk had submitted details of income and expenditure for the month of March 2024 for approval by the Parish Council and signing-off by the Chair.</p> <p><b>Resolved</b>  <b>That the record for March 2024 as presented would be signed off</b></p>	

b)	<p><u>Precept</u></p> <p>The Clerk reported that the sum of £8,867 had now been deposited by RVBC as the precept for 2024/25.</p>	
c)	<p><u>Year-end surplus – possible area of spend</u></p> <p>In the event that any year-end budget surplus were to be available in March 2024, members had previously considered that a discussion on improved signage (eg “Welcome to West Bradford”) would be appropriate. Such signage could be displayed at key access routes to the village and would be a welcome improvement on that currently displayed.</p> <p>Members remained enthusiastic for this project and discussed a number of possible locations for signage, including:</p>	
i)	<p><u>Clitheroe Rd</u></p> <p>This was the most problematic site in terms of potential locations, but suggestions included:</p> <ul style="list-style-type: none"> <li>• near to the entrance to the river walk (water pumping station)</li> <li>• at the village end of the white railings but on the opposite side of the road</li> <li>• set into the wall of Bradford Bridge (at the village end)</li> </ul>	
ii)	<p><u>Grindleton Rd</u></p> <ul style="list-style-type: none"> <li>• at the entrance to the Village Hall (subject to the views of the Village Hall Management Committee)</li> </ul>	
iii)	<p><u>Waddington Rd</u></p> <ul style="list-style-type: none"> <li>• somewhere on the northern side of the road, in the vicinity of the Eaves Hall Lane junction</li> </ul>	
	<p><b>Resolved</b></p> <p><b>Prior to the next meeting:</b></p> <ul style="list-style-type: none"> <li>• <b>members to give further thought to their preferred location for signage, as well as its possible design / appearance</b></li> <li>• <b>Clerk to consider whether planning consent for the display of signage would be required (eg by asking other parishes how they had proceeded), as well as any other consents which may be required</b></li> <li>• <b>Clerk to diary a further discussion at the May meeting</b></li> </ul>	<p>Clerk</p> <p>Clerk</p>
d)	<p><u>Fees for grass cutting 2023/24</u></p> <p>Members were reminded that – after much deliberation due to their steep increase from the previous year – it had been agreed to pay the grass cutting fees levied by RVBC for services in 2023/24 at £1,156.47 (including VAT).</p> <p>(cont)</p>	



	<p><b>Resolved</b>  <b>Members agreed to:</b></p> <ul style="list-style-type: none"> <li>i) <b>authorise the Clerk and Chair to sign the draft Certificate of Exemption</b></li> <li>ii) <b>authorise the Clerk to submit the signed certificate (along with the required confirmation of contact details) to the external auditor prior to the deadline of 1 July 2024</b></li> </ul> <p>b) <u>AGM</u></p> <p>The next regular meeting of the Parish Council would be held on 29 May and would be preceded in the usual manner by the AGM. A copy of the draft agenda for the meeting was presented for members' consideration.</p> <p><b>Resolved</b>  <b>Members agreed to adopt the proposed format of the agenda</b></p> <p>Due to the Clerk's holiday arrangements, the agenda papers for both the AGM and the regular May meeting would be circulated earlier than usual.</p>	<p>Clerk / Chair Clerk</p>
<p>9.</p> <p>A)</p> <p>a)</p> <p>B)</p> <p>C)</p> <p>i)</p> <p>ii)</p>	<p><b>Planning applications considered</b></p> <p><u>Planning Applications - for consideration as a statutory consultee:</u></p> <p>None</p> <p><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> <p><u>Referral to RVBC Planning Enforcement</u></p> <p><u>Matter discussed at the March meeting</u></p> <p>Members had asked the Clerk to obtain an update on this confidential matter. An approach had therefore been made to RVBC in April, with the Clerk subsequently being advised that RVBC officers would investigate and inform him of any further action to be taken.</p> <p><u>Matter previously referred to RVBC Planning Enforcement</u></p> <p>With regard to a matter previously reported to RVBC, members had been informally advised by residents that the unauthorised development in question had now been the subject of a planning application but that this had been refused. Members were sceptical of this information as they did not believe that they had</p>	

	<p>been consulted on any such planning application, the matter as they would usually expect to be. It was therefore agreed that the Clerk would write to RVBC and pursue the matter.</p> <p><b>Resolved</b>  <b>Clerk to seek further clarification from RVBC</b></p>	Clerk
10.	<p><b>Lancashire Best Kept Village Competition (LBKVC) 2024</b></p> <p>a) <u>Progress / judging</u></p> <p>The Clerk reported that confirmation of receipt of the Parish Council's entry forms had been received from the event organisers.</p> <p>Members noted that judging was due to commence on 3 June 2024.</p> <p>The Chair repeated his intention to remove the old notice board from Chapel Lane prior to commencement of the judging.</p> <p><b>Resolved</b>  <b>Chair to remove notice board</b></p>	Chair
	<p>b) <u>Publicity</u></p> <p>i) <u>Banners</u></p> <p>The Clerk asked members to consider whether / when to display the two yellow banners around the village.</p> <p><b>Resolved</b>  <b>Clerk to display banners</b></p>	Clerk
	<p>ii) <u>Poster</u></p> <p>Members noted that the organisers had provided a poster for display on the village notice board. A copy of the poster was provided for members' scrutiny.</p> <p><b>Resolved</b>  <b>Clerk to arrange for display of the poster in the village notice board</b></p> <p>Members commented of the need to acquire further copies of the hex key used to access the newer notice board.</p> <p><b>Resolved</b>  <b>Clerk to provide Cllr Chew with the key</b>  <b>Cllr Chew to try and get further copies cut</b></p>	Clerk  Clerk RC
	<p>iii) <u>Text of email to be circulated by Cllr Chew</u></p> <p>Members considered the draft text of a message compiled by Cllr Chew, seeking to alert village residents to the forthcoming competition and to seek their active support in keeping the village tidy. Members thanked Cllr Chew for her efforts.</p>	

	<p>Subject to addition of the date when judging would commence (3 June), it was agreed that the text should be circulated as follows:</p> <ul style="list-style-type: none"> <li>• village email</li> <li>• Facebook</li> <li>• hard copy in Village Hall and St Catherine’s Church</li> <li>• Parish Council website</li> </ul>	<p>RC RC RC Clerk</p>
<p>11.</p>	<p><b>D Day commemoration – Thursday, 6 June 2024</b></p> <p>The Parish Council has previously indicated its intention to participate in the national D Day commemorative event to be held on 6 June 2024. This would require (i) the lighting of the beacon at 9.15pm, and (ii) the reading of the the International Tribute at the same time.</p> <p>Members considered a number of practical arrangements for the night, and the following was agreed:</p> <ul style="list-style-type: none"> <li>• Lighting of the beacon: <ul style="list-style-type: none"> <li>- to prevent the fire burning for a long period, the beacon bucket would be half-filled and fast-burning material used</li> <li>- the beacon would be filled the weekend before the event</li> <li>- <b>Chair</b> to approach Sam Wrathall regarding cleaning the beacon etc</li> <li>- <b>Cllr Fox</b> to perform the lighting on 6 June</li> </ul> </li> <li>• Bar opening: <ul style="list-style-type: none"> <li>- <b>Cllr Chew</b> to approach bar staff (and potentially open the bar herself if necessary)</li> </ul> </li> <li>• Reading of the International Tribute <ul style="list-style-type: none"> <li>- Microphone available from Village Hall / no other support needed</li> <li>- <b>Clerk</b> to ask Revd Christopher Wood if he would undertake the reading</li> </ul> </li> <li>• Fish and Chip van: <ul style="list-style-type: none"> <li>- Not imperative</li> </ul> </li> <li>• Promotion / publicity <ul style="list-style-type: none"> <li>- <b>Cllr Chew</b> to promote via Facebook etc</li> <li>- <b>Clerk</b> to place on Parish Council website</li> </ul> </li> </ul> <p>In the absence of the Chair (and also Cllr Marsden) on 6 June, Cllr Chew – as Vice Chair – would coordinate activities on the night.</p> <p><b>Resolved</b> <b>Clerk to diary a final discussion at the May meeting</b></p>	<p>Chair MF</p> <p>RC</p> <p>Clerk</p> <p>RC Clerk</p> <p>Clerk</p>
<p>12.</p> <p>a)</p>	<p><b>Action Plan 2024</b></p> <p><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>	

b)	<p><u>St George's Day</u></p> <p>Members were advised that, on Tuesday 23 April March 2024, the Union Flag had been flown for St George's Day.</p>	
13.	<p><b>Lengthsman</b></p> <p>a) <u>Replacement Lengthsman – progress to date</u></p> <p>An approach had been received from the Lengthsman asking for access to weedkiller solution and spraying equipment. Members considered this, and concluded that it would be preferable for the Chair to once again carry out spraying around the village (as well as on the running track).</p> <p><b>Resolved</b>  <b>Chair to carry out the spraying</b>  <b>Clerk to advise Lengthsman</b></p> <p>b) <u>Formal documentation</u></p> <p>The Clerk confirmed that he had passed to the Lengthsman copies of (i) the countersigned contract of employment and (ii) revised specification of duties.</p>	Chair Clerk
14.	<p><b>Reports from sub-committees / other meetings attended</b></p> <ul style="list-style-type: none"> <li>• <b>Playing Field / Village Hall</b> – Cllr Fox confirmed that prices for the work to the new patio / doors were being sought;</li> <li>• <b>Parish Councils' Liaison Committee</b> – the Chair had attended the meeting held on 11 April 2024. A number of topics had been discussed: <ul style="list-style-type: none"> <li>- To mark its 50 year anniversary, RVBC had offered to donate a redwood tree to each parish. Members considered that such a large tree could – with the agreement of VHMC – be accommodated on the playing fields.  <b>Resolved</b>  <b>Clerk to inform RVBC that the Parish Council would wish to receive a redwood tree</b></li> <li>- A new bus route from Clitheroe to Settle had been introduced, although anyone seeking to make the return journey direct would need to catch a bus to Clitheroe no later than 2.30pm;</li> <li>- Concerns had continued to be expressed about the survey commissioned by RVBC into the future of the swimming pool. It was commonly felt that the methodology had been flawed, and it was disappointing to hear that the cost of building a new swimming pool would be in the region of £24m. No decision on the future of the swimming pool (or its replacement) had yet been taken; and</li> <li>- A grant available was available to parish councils to support Ribble Valley in Bloom. It was agreed that, if a quote for plants etc could be</li> </ul> </li> </ul>	Clerk

	<p>secured from a local contractor, the Clerk would submit a grant application prior to the end of April.</p> <p><b>Resolved</b></p> <p><b>Chair to seek to secure a quote prior to submission of bid by Clerk</b></p> <ul style="list-style-type: none"> <li>• <b>Lancashire Association of Local Councils</b> – no update</li> <li>• <b>Hanson Cement Liaison Committee</b> – Cllr Marsden had attended the meeting held on 28 March 2024. (A preliminary note of the meeting had been circulated with the agenda papers). Cllr Marsden reported the following points: <ul style="list-style-type: none"> <li>- As part of the application process to renew its quarrying permit, the company management was proposing a small increase in the level of dust emitted into the atmosphere. This occasional increase was to occur during the installation of a new £18m filter system intended to replace the current electrostatic scrubbers (which tended to trip out). Whilst there may therefore be increased emissions in the short term, longer term environmental benefits would ensue;</li> <li>- Other emissions (such as nitrous oxide and sulphur dioxide) were well within their permitted levels; and</li> <li>- Horrocksford Old Hall was to be repurposed as the home for the River Ribble Trust, as well as serving as an educational facility. This work would include landscaping / tree planting in the vicinity of the riverside footpath, and a new access road from the cattle grid on Clitheroe Rd would be required. A planning application would presumably follow in due course.</li> </ul> </li> </ul>	<p><b>Chair/ Clerk</b></p>
<p>15.</p> <p>a)</p>	<p><b>Correspondence / requests received</b></p> <p><u>Defibrillator</u></p> <p>A message had been received from NWAS in early April, suggesting that the defibrillator was not showing on the national network as its online status check had not been recorded for some months. To correct this, the Clerk would need to log into The Circuit and update the status of the defibrillator.</p> <p>The Clerk reported that he had discussed this matter with Darren Hudson, and agreed that – once the nature of the information required by The Circuit had been established – the Clerk would seek to update it as required. Darren would provide any additional information needed.</p> <p><b>Resolved</b></p> <p><b>Clerk to explore The Circuit’s requirements for reporting of checks etc and complete as appropriate</b></p>	<p><b>Clerk</b></p>
<p>b)</p>	<p><b>Planting of redwood tree – commemoration of RVBC’s 50<sup>th</sup> anniversary</b></p> <p>See minute item 14 above.</p>	

16.	<b>Any Other Business</b>	
a)	<p><u>Message of condolence</u></p> <p>At the suggestion of Cllr Fox, and with the agreement of the Chair, on 28 March a message of condolence was placed on the Parish Council website following the death of its former chairman, Mr Brian Bristol. The Chair thanked members for their thoughtfulness in this regard.</p>	
	<p><b>Date / time of next meeting:</b></p> <p>The next scheduled meeting of West Bradford Parish Council is to be held at 7.30pm on <b>Weds 29 May 2024</b>.</p> <p><b>NB – this will include the AGM.</b></p> <p><b>The meeting closed at 8.30pm.</b></p>	
Signed by:		
	Date: 29.5.24	Cllr A Bristol Chair <i>A. Bull</i>