

West Bradford Parish Council

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 26 June 2024 at West Bradford Village Hall

Members present:	Parish Cllr R Chew (Vice Chair) Parish Cllr H Best Parish Cllr M Fox Parish Cllr R Marsden
Apologies:	Parish Cllr A Bristol (Chair) Cllr K Horkin MBE (RVBC)
Clerk present:	Andrew Glover
County Cllr present:	None
Members of the public / other persons present:	Mr D Shackleton (for minute item 2ci)

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes / Matters Arising a) <u>Minutes of the Annual General Meeting (29 May 2024):</u> The minutes of the meeting held on 29 May 2024 were signed by the Chair as a true and accurate record. Proposed by: Cllr M Fox Seconded by: Cllr R Marsden Resolved The signed minutes of the Annual General Meeting held on 29 May 2024 would be posted on the Parish Council website b) <u>Minutes of the regular meeting (29 May 2024):</u> The minutes of the regular meeting held on 29 May 2024 were signed by the Chair as a true and accurate record. cont	Clerk

Proposed by: Cllr H Best
Seconded by: Cllr R Marsden

Resolved

The signed minutes of the regular meeting held on 29 May 2024 would be posted on the Parish Council website

Clerk

c) Matters arising:

i) Letter of complaint to RVBC

At the Parish Council's March meeting, two local residents had addressed members and objected strongly to the procedure adopted by RVBC in determining planning application 3/2024/0011. Consequently, the Clerk had – as agreed – drafted and sent a letter of complaint to RVBC on members' behalf.

A response to this letter of complaint had since been received and considered by members at their May meeting. In light of the detailed comments made by RVBC, parish councillors had concluded that – whilst no formal complaint would be pursued – RVBC should be encouraged to amend its Scheme of Delegation at the earliest opportunity, thereby ensuring that multiple objections submitted collectively by an agent would henceforth receive due weight. At members' request, the Clerk had conveyed this stance to RVBC (who had acknowledged receipt and confirmed that members' comments would be forwarded to the appropriate officer).


Subsequent to these events, but prior to the June meeting, the Clerk had received a written request from one of the residents who had addressed members in March and who now sought confirmation of the outcome of the complaint. In addition, the other resident who had then appeared before members (David Shackleton) once again attended the Parish Council meeting and addressed members in person. Mr Shackleton repeated his ongoing concerns about the manner in which RVBC had determined planning application 3/2024/0011, and also asked for an update on the letter of complaint submitted by the Parish Council.

Members thanked Mr Shackleton for his attendance, noting the considerable passion with which he continued to convey his disappointment at the Borough Council's perceived failures in handling of planning application 3/2024/0011.

During a discussion *in camera*, members considered a number of ways forward. All present agreed that each resident who had submitted a consultation response to RVBC regarding application 3/2024/0011 (whether or not this had been done via a planning agent) was entitled to receive, directly from the Borough Council, an explanation of how that body considered itself to have correctly followed the required procedures. It was not for the Parish Council to justify the actions of the Borough Council in this matter; that responsibility should fall to officers of the Borough Council alone.

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	<p>However, should the Borough Council not wish to engage in correspondence with the local residents concerned, the Parish Council reserved the right to publish a copy of the Borough Council’s detailed response to its letter of complaint. It was agreed that such an action would only be taken once the Borough Council had been advised of the Parish Council’s intention to publish its response, and any such publication would be appropriately redacted to ensure that confidentiality was preserved.</p> <p>Resolved</p> <p>Clerk to approach RVBC and ask that its officers write to all residents who had submitted a consultation response to planning application 3/2024/0011, setting out the Borough Council’s justification for determining the application under delegated powers rather than placing the matter before members of the Planning and Development Committee</p> <p>Clerk to report back to parish councillors on the outcome of this approach to RVBC, so that members could consider whether any further action by themselves (such as the publication of a redacted copy of the Borough Council’s response to them) was required</p> <p>Clerk to write to the two residents who had attended the March meeting and advise them of the Parish Council’s stance</p> <p>ii) <u>LCC grants – PROW and biodiversity</u></p> <p>As requested, the Clerk had submitted applications for the above grant funds. He had subsequently been advised by LCC that both applications had been approved, with LCC expressing its “thanks to all involved in delivering the grants”.</p> <p>iii) <u>Paint poured down drains</u></p> <p>On 31 May, the Clerk had reported this matter to the Environment Agency. Receipt of the complaint had been acknowledged the same day.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>3.</p> <p>a)</p>	<p>Public questions, comments or representations:</p> <p>In addition to that in minute item 2ci above, the following matter was raised:</p> <p><u>New complaint received from a member of the public</u></p> <p>The Clerk had received an email from a local resident objecting to the siting of a caravan on land adjacent to, and on the south side of, Moor Lane, West Bradford. In support of his complaint, the resident had provided copy documentation purporting to show that siting a caravan on this land may be in breach of covenant.</p> <p>Members thanked the resident for his approach, and gave careful consideration to the documentation provided. On reflection, they agreed that - even if a breach of covenant could be made out (a conclusion which could not be reached without further investigation) – the matter was essentially a civil dispute and not one which fell within the Parish Council’s remit to enforce. Should the resident wish to pursue the matter, he would be advised to seek professional legal advice on the merits of his case and the next steps required.</p>	

	<p>Resolved Clerk to contact the complainant and advise him of members' stance</p>	Clerk
4.	<p>Update from Ward Councillor present:</p> <p> None given</p>	
5.	<p>Bradford Bridge</p> <p>Members commented on the possibility that the bridge may once again have suffered vehicular impact, as the damage discussed at the last meeting now seemed to have got worse.</p> <p>Resolved Clerk to investigate and report to LCC as appropriate</p>	Clerk
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>a) <u>Update – planning application 3/2021/0661</u></p> <p>Members of the Parish Council had been invited to attend a briefing on HARP, held immediately prior to the regular meeting on 26 June. The briefing had been given by two representatives of United Utilities:</p> <ul style="list-style-type: none"> • Iain Pilling (Area Engagement Lead – Lancashire); and • Dave Watson (Head of Planning). <p>Members considered the session to have been both informative and reassuring, as well as being conducted in an open and helpful manner which boded well for future working relations. It was agreed that the Clerk would draft a summary of the briefing, which – after sign-off by members and United Utilities – would be published on the Parish Council website for residents' information.</p> <p>Resolved Clerk to write and thank the United Utilities for their attendance Clerk to draft a summary of the meeting and, prior to publication, ensure sign-off by (i) parish councillors and (ii) United Utilities</p>	Clerk Clerk
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – May 2024</u></p> <p>The Clerk submitted details of income and expenditure for the month of May 2024 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for May 2024 as presented would be signed off</p>	


<p>b)</p>	<p><u>Budget monitoring – Q1 2024/25</u></p> <p>The Clerk presented the budget monitoring report for Q1 2024/25. The main points arising were:</p> <ul style="list-style-type: none"> • income remained on track, with (i) receipt of the precept from RVBC and (ii) award of 2 grants from LCC (for maintenance of public rights of way and the promotion of biodiversity); • the Clerk’s salary had once again exceeded the budget, albeit by only c£42 in Q1. As in previous years, this was due to the particular pressures on the Clerk in the first quarter of the financial year, during which both the internal / external audit process and the AGM took place. However, the overspend was lower (by £130) than in Q1 of 2023/24; and • a small amount of unanticipated spend had occurred (eg purchase of flag for D-Day commemoration and spare hex keys for the notice board). <p>Resolved Members approved the budget monitoring report for Q1 2024/25</p>	
<p>c)</p>	<p><u>RVBC - Concurrent Functions Grant 2024/25</u></p> <p>The Parish Council had once again been invited to submit a grant application to RVBC under the latter’s Concurrent Function Grant scheme (covering the period 2023/24). Grant funding would be provided at the rate of 25% of eligible expenditure, subject to the overall cost of claims made under the scheme not exceeding RVBC’s budget of £33,200 pa (in which case all grant awards would be scaled back to match the funds available).</p> <p>The deadline for submission was 31 July 2024. As the Parish Council was not due to meet again until after this date, the Clerk had prepared a funding bid for members to consider; this amounted to £1,863.10.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • approve the grant application; and • ask the Clerk to submit the funding bid to RVBC prior to the deadline of 31 July 	<p>Clerk</p>
<p>8.</p>	<p>Governance</p> <p>A) <u>External audit 2023/24</u></p> <p>a) <u>Website</u></p> <p>The Clerk confirmed that the requirement for all appropriate documentation to be (i) submitted to the external auditor and/or (ii) displayed on the WBPC website had been complied with prior to the deadline of 30 June.</p>	

b)	<p><u>Public Rights / Publication Requirements</u></p> <p>Members noted that the only remaining element of the AGAR process for 2023/24 was the requirement to give notice of public rights; this would oblige the Parish Council to give access to its accounts to any resident who requires it between 1 July and 9 August.</p> <p>B) <u>New draft Financial Regulations</u></p> <p>The Clerk had recently been made aware by LALC that NALC had produced a new set of draft Financial Regulations for potential adoption by parish councils. A copy of the draft Regulations was provided for members' information. Initial perusal of the draft appeared to suggest that some changes to the Parish Council's current procedures may be advisable.</p> <p>Resolved The Clerk was asked to:</p> <ul style="list-style-type: none"> • map the revised draft against the Parish Council's current Financial Regulations; and • bring a report to the next meeting setting out in detail any implications which may arise from the potential adoption of the new draft <p>Members would then be asked consider whether to adopt the draft Regulations for use moving forward.</p>	Clerk Clerk
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 2024</p> <p>a) <u>Progress / judging</u></p> <p>Members noted that judging had commenced on 3 June.</p>	
11.	<p>D Day commemoration – Thursday, 6 June 2024</p> <p>Members reflected on the village event held to commemorate the 80th anniversary of the D-Day Landings. The turn-out for this event had been around 50-60 people, a good number given that it was held on a damp Thursday night. On balance,</p>	

	<p>members were pleased to have supported what was an important national occasion.</p> <p>An email had been sent to the Army Cadets, thanking them for their support of (and participation in) the event. Members also asked expressed their thanks to the following:</p> <ul style="list-style-type: none"> • Cllr Chew for organising the event on the night; • the Revd Christopher Wood for reading the Tribute despite his health issues; • Cllr Best for being on stand-by to cover for the Vicar; and • Cllr Fox and Sam Wrathall for their efforts in lighting the beacon. 	
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>Flag flying</u></p> <p>The union flag had been flown on the following occasions:</p> <ul style="list-style-type: none"> • 17 June 2024 (official birthday of King Charles III); • 21 June 2024 (birthday of the Prince of Wales). <p>The union flag was next to be flown on 17 July, to mark the birthday of Queen Camilla.</p> <p>Resolved Clerk to do</p> <p>C) <u>New signage – access to the village</u></p> <p>Discussion of this matter had been deferred from the May meeting, and – due to the absence of the Chair – was postponed once more.</p> <p>Resolved Clerk to diary a discussion at the August meeting</p>	<p>Clerk</p> <p>Clerk</p>
13.	<p>Lengthsman</p> <p>a) <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. It was understood that – due to pressure of work – this had not yet been carried out. Members agreed that, in future years, it</p>	

	<p>may be preferable for the Parish Council to commission a local resident or contractor to undertake this task. (The cost of this work would be met by funding currently allocated to the Lengthsman budget).</p> <p>Resolved Clerk to contact a resident who had carried out strimming work for the Parish Council and enquire if next year he would also be willing to carry out spraying on payment of an agreed fee On agreement, Clerk to amend the Parish Council's draft budget for 2025/26 to reflect this arrangement</p>	<p>Clerk</p> <p>Clerk</p>
b)	<p><u>Meeting with Lengthsman</u></p> <p>On 7 June, the Clerk had met with the Lengthsman to discuss tasks around the village (particularly the cutting back of undergrowth at Straitgate, the Lengthsman being unsure of the precise location). In addition, the Lengthsman had pointed out some of the work around the village over recent weeks, commenting on the speed with which weeds grew back once removed!</p>	
c)	<p><u>Invoice</u></p> <p>The Lengthsman had now submitted his invoice for May 2024. This invoice claimed payment of £157.50, equating to 10.5 hours work.</p> <p>Resolved Invoice approved, Clerk to forward the cheque to the Lengthsman</p>	<p>Clerk</p>
d)	<p><u>Strimming</u></p> <p>Cllr Chew had confirmed that a local resident was once again willing to undertake strimming around the village, and work had already taken place on Clitheroe Rd.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • ask the Clerk to thank the resident for his efforts to date • agree to pay the resident the sum of £120 for his work (this remuneration rising from £108 in 2023 to reflect inflation) • ask the Clerk to contact the resident and advise him of this decision 	<p>Clerk</p> <p>Clerk</p>
14.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Fox reported that tenders had now gone out for construction of the new patio and installation of the associated doors to the lounge. • Parish Councils' Liaison Committee – it was noted that the next Parish Council Liaison Committee would take place on 12 September 2024; • Lancashire Association of Local Councils – no update; and • Hanson Cement Liaison Committee – date tbc. 	

15.	<p>Correspondence / requests received</p> <p>a) None</p>	
16.	<p>Any Other Business</p> <p>a) <u>Key to notice board</u></p> <p>Cllr Chew had confirmed that additional keys for the notice board could not be locally sourced as they has a hole in the centre. As only one key was provided when the notice board was purchased, the Clerk had contacted the manufacturer and ordered two new duplicate keys, at a cost of £12 including delivery and VAT. Delivery was expected imminently.</p> <p>Resolved Cllr Chew to retain the existing key, Clerk to retain the replacements on arrival</p> <p>b) <u>Redwood tree</u></p> <p>The redwood tree provided by RVBC had now been received, and handed to the Chair for temporary safekeeping pending replanting (presumably in Autumn). Cllr Fox reported that the Village Hall Management Committee was happy for the redwood tree to be planted in the far corner of the playing fields, in the vicinity of the commemorative oak trees.</p> <p>c) <u>Grass on Westfield Drive</u></p> <p>In early June, the Clerk had received a complaint from a resident of Westfield Drive regarding the length of the grass on the corner plot. As a result, the Clerk had sent an email to RVBC seeking to establish the position. The grass had subsequently been cut very promptly on 10 June.</p> <p>d) <u>Blocked domestic drain / food waste on road</u></p> <p>Cllr Chew confirmed that (as agreed) she had reported this matter to RVBC Environmental Health, who had subsequently been in contact with her.</p> <p>e) <u>App - Lovecleanstreets</u></p> <p>Cllr Chew commented that she had downloaded the above app and found it to be very successful when reporting highways issues to LCC. Other members were encouraged to download the app and use it as appropriate.</p>	RC / Clerk
	<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 28 August 2024 (there being no meeting in July).</p> <p>The meeting closed at 8.12pm</p>	

Signed by:		
	Date: 28.8.24	Cllr A Bristol Chair <i>Andrew Bristol</i>