West Bradford Parish Council

Clerk: Andrew Glover 24 Hillside Drive Clitheroe Lancs

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 30 October 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 R Marsden
Apologies:	Parish Cllr M Fox
	Cllr K Horkin MBE (RVBC)
Clerk present:	Andrew Glover
County Cllr present:	None
Members of the public / other	None
persons present:	

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests	
	None	
2.	Minutes / Matters Arising	
a)	Minutes of the meeting held on 25 September 2024:	
	The minutes of the meeting held on 25 September 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 25 September 2024 would be posted on the Parish Council website	Clerk
		-

b)	Matters arising:	
i)	Key – notice board	
	Cllr Chew returned to the Clerk the key for the notice board which had been recently obtained. It was agreed that the Clerk would retain this as a master copy.	
ii)	Weeds blocking drains on Chapel Lane	
	At members' request, the Clerk had once again reported to LCC the blocked drain — with vegetation growing from it — on Chapel Lane. LCC had subsequently responded, indicating that its recording system was not currently displaying any of the gullies located along Chapel Lane, which were in fact on a 12-month cyclic cleanse. Due to this error, LCC's Gully Manager had been instructed to investigate further and resolve this issue. Officers would then raise an order for an inspection and cleansing of the gully outside the former chapel.	
c)	Footpath – concerns	
	A resident of Grindleton had previously complained to Grindleton Parish Council that the footpath from West Clough to Heys Farm (FP03444016) was impeded by a number of fallen trees and completely blocked at one point. As the footpath fell within West Bradford parish, this matter had been referred to WBPC for consideration. At members' request, details of the complaint had been forwarded to the County Council's Public Right of Way (PROW) officers. The Clerk had later been contacted by a PROW officer and advised that work to cut up the fallen tree blocking the footpath would take place on 15 October. On 21 October, the following email update was received from LCC:	
	top of the steps heading west, after we had cleared the trees. We will go back and remove this.	
	Resolved Cllr Marsden agreed to visit the site and assess the work undertaken by PROW officers	RM
3.	Public questions, comments or representations:	
	None	
4.	Update from Ward Councillor present:	
	None	
5.	Bradford Bridge	
	Members agreed that the impact damage to Bradford Bridge (on its eastern wall, village side) appeared to be getting worse. In addition, further damage had been observed on the western wall (village side), adjacent to the footpath entrance.	
	cont	

	Clerk to report both matters to	, icc	Cler
	Haweswater Aqueduct Resilience Programme (HARP)		
)	Update – planning application 3	3/2021/0661	
	temporary accommodation for a intended to be on land owned b found. This was due to the propproject. As a result, a drop-in sea	the proposed Park and Ride scheme (originally by Heidelberg Materials) would now need to be cosed site being unavailable for the duration of the ssion would be hosted by United Utilities at the Farmers' Club on 7 November 2024 (3pm – 7pm).	
•	Overview of financial position:		
)	Monthly accounts – September	2024	
	The Clerk submitted details of in September 2024 for approval by	ncome and expenditure for the month of the Parish Council and signing-off by the Chair.	
		2024 as presented would be signed off	
l.	Backpay 2024/25		
	Local Government Services had r	reached agreement on rates of pay for all local ble from 1 April 2024 to 31 March 2025.	2
	From 1 April 2024, the Clerk had amount has now risen to £16.10,	been paid at SCP 19 (£15.48 per hour) and this , an increase of £0.62 per hour.	
	From 1 April 2024, up until the dathe Clerk had worked the following	ate of his salary claim for Q2 (23 September 2024) ng number of hours:	
	April	22.11	
	May	18.74	
	June	15.74	
	July	17.55	
	August	12.88	
- 1	September (1 -23)	1.5	

The Clerk offered to leave the room while members deliberated on whether the national salary settlement for 2024 should be adopted.

Resolved

Members agreed to:

- award the amount of £54.88 in gross back pay to the Clerk for the period from 1 April – 23 September 2024; and
- increase his ongoing hourly remuneration for SCP 19 to £16.10 from 23
 September 2024, in accordance with the nationally agreed pay settlement

8. Governance

No update

9. Planning applications considered

A) Planning applications - for consideration as a statutory consultee:

i) Planning Application No: 3/2024/0808

Proposal: Proposed demolition of rear porch, conversion of existing, attached garage to habitable rooms (involving insertion of new doors and windows), insertion of new dormers across both roof slopes.

Location: 31 Eastfield Drive, West Bradford BB7 4TQ

Details of this application had been circulated to members on 14 October, with a deadline for submission of any comments to RVBC of 4 November 2024.

Members had no objection to the application and it was agreed that no consultation response would be submitted.

B) Recent planning application – for information only

Planning Application No: 3/2024/0856

Proposal: Certificate of Lawfulness for existing development involving construction of outbuildings and use as incidental residential accommodation to a Class C3 (dwellinghouse) and construction of a concrete yard and use as residential curtilage

Location: The Croft, Eaves Hall Lane, West Bradford BB7 3JG

Members noted the application, which – being for a Certificate of Lawfulness – gave no remit for the Parish Council to submit a consultation response.

C) <u>List of contested applications</u>

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. This included a reference to the decision taken by RVBC's Planning and Development Committee on 26 September 2024, in which application 3/2024/0528 (relating to Eaves Hall Farm) had been approved.	
10.	Lancashire Best Kept Village Competition (LBKVC) 2024	
a)	Attendance at presentation event	
	Members noted that the presentation event had again been held at Eaves Hall, this year on 14 October. Members thanked Cllr Best for representing the village at this event, which had once again been of a prestigious nature and attended by many local mayors. The lead judge for the final awards had been Mr Edwin Booth of Booth's Supermarkets.	
b)	<u>Final results</u>	
	West Bradford had been "highly commended" (ie placed 3rd or 4th) in the Small Village category. Members noted that this had been the only award secured by the parish this year, with no success in any of the Outstanding Features categories.	
c)	Feedback from event organisers	
	This had been circulated prior to the meeting. Members considered this in detail, noting that - whilst much of the feedback was positive – a number of criticisms had been expressed. Members noted that many of these points were, in fairness, outside the gift of the Parish Council to address.	
	It was agreed that all judging remarks should be fed back to the relevant entries in the Outstanding Features categories as appropriate. In addition, a photograph of the certificate of commendation (along with those judging remarks which related to the Parish Council or wider village in general) should be placed on the Parish Council website.	
	Resolved	
	Clerk to feed back all judging remarks to relevant bodies as appropriate Clerk to place relevant information on the Parish Council website	Clerk Clerk
11.	Action Plan 2024	
a)	Content of Action Plan 2024	
	The Clerk presented an updated version of the Action Plan 2024 for members' consideration.	
12.	New signage – access to the village	
a)	Provision of signage:	
e e	As agreed, the Clerk had met with a representative of a local stone company. The meeting had been felt to be very productive, with the following points emerging:	

- the "ball park" cost for the provision of 3 x local sand stone signs (flat faced, and carved with the words "West Bradford", of a similar size to the stone sign displayed at the entrance to the Village Hall) would be in the region of £2k in total. It was not clear at this stage whether this sum excluded VAT;
- this cost would rise if additional wording were required, the text being hand carved as opposed to laser cut;
- the price was for supply only and would exclude fitting. However, the
 supplier maintained that fitting could be carried out fairly easily, with the
 signs to lie on a concrete bed which the Parish Council could itself have put
 down. If necessary, metal bars could be screwed into the flat base of the
 stone, which could then be lowered into pre-drilled holes in the concrete
 bed. The supplier would be happy to work with us on fitting arrangements;
- the supplier was acquainted with a number of village residents, who could presumably vouch for his work; and
- once ordered, the work could be completed within one month (and probably somewhat quicker).

It had been agreed that the Clerk would get back in touch with the supplier after the October meeting, with a view to considering next steps. (As winter approached, it may be better to look towards any installation next Spring).

Members considered a number of possible options for the design, including:

- placing flower beds of random stone in front of the sign, thereby allowing for replacement of the existing plastic plant pots displayed around the village; and
- amendments to the proposed wording, so as to read "Welcome to West Bradford".

Resolved

Cllr Chew to visit / photograph other such stone signage in the area (eg Waddington and Grindleton) and circulate for members' consideration All members to look out for suitable stone designs when out on their travels

Once a firmer design had been produced, and agreement on wording reached, the supplier had offered to provide a firm quotation for his services. This was seen as beneficial, but members agreed that – if possible, and in accordance with their Financial Regulations – quotes should be obtained from 2 other possible suppliers (and identified possible candidates for the Clerk to contact).

Resolved

LCC

i)

Clerk to approach two other identified possible sources of supply and report back

Clerk

RC

All

- b) Ownership of grass verges:
- An approach to Craig Holden, Assistant Operations Engineer at LCC Highways and Transportation, had been made on 13 October 2024, but without response.

Resolved

Clerk to pursue this through County Cllr Mirfin

Clerk

ii) Adjacent to Village Hall

With regard to land ownership at the Village Hall (and whether the stone sign could be placed on land effectively owned by the Parish Council, thereby obviating the need for LCC consent), the Clerk had studied the trust deed dated 6 December 1976 and reported the following:

- the trust deed confirmed that land specified in the First Schedule had been conveyed to the Parish Council "in fee simple"; and
- whilst the First Schedule sought to identify the land transferred to the Parish Council, it did not include a copy of the plan annexed to the relevant conveyance. As such, it was not clear from the terms of the deed exactly where the border of the land within the gift of the Parish Council lay.

Accordingly, and with the agreement of the Chair, the Clerk had obtained a copy of the title plan and register of title for the Village Hall site. In relation to the grass verge at the front of the overflow car park, this suggested that the intended site of the stone sign did indeed fall within the curtilage of the title. Therefore, the Parish Council would presumably — as landowner - be free to consent to the erection of a sign on its own land (although the agreement of the Village Hall Management Committee would still need to be sought).

c) Approach to Barrow Parish Council

The Clerk had made an approach by email to his counterpart at Barrow Parish Council, seeking guidance on how issues of land ownership had been resolved, their experience of dealing with their preferred supplier etc. However, it was disappointing to note that no response or acknowledgement had been received.

d) Parish and Town Council Champion – application for grant funding

As agreed at the September meeting, the Clerk had made an approach to County Cllr Paul Rigby (LCC's Parish and Town Council Champion) for grant funding of £300. As a result, Cllr Rigby had arranged for an application form to be provided, indicating in his email that "this is something I can support".

The completed form – along with the required supporting documentation – was submitted to LCC on 12 September. Thanks went to Cllrs Chew and Best for signing the application form in the Chair's absence.

13. Implications arising from acquisition of land title document

The Clerk suggested that these were two-fold:

a) <u>Uses to which the site is put</u>

As discussed in minute item 12bii above, the Clerk had acquired a title plan for the Village Hall site. At the same time, and again with the agreement of the Chair, he had acquired a copy of the relevant land title document.

In light of this, the Clerk wished to advise members of the following restriction imposed upon them by the title document:

No disposition by the proprietors of the registered estate is to be registered unless they make a statutory declaration, or their conveyancer gives a certificate, that the disposition is in accordance with Trust Deed dated 6 December 1976 or some variation thereof referred to in the declaration or certificate.

The 1976 Trust deed stated the following:

The said property (hereinafter called "the Trust Property") is held by the Council upon trust for a recreation ground for the inhabitants of the Parish of West Bradford in the County of Lancaster without distinction of political religious or other opinions for all forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants

In other words, should the Parish Council – as trustees of the land - wish to use that land for any purpose other than those stated above, it would need to first undergo the formal process of seeking an alteration to the Trust deed.

b) Unknown covenants and easements

The Land Registry title document went on to state:

The deeds and documents of title having been lost the land is subject to such restrictive covenants and easements as may have been imposed thereon before 23 June 2005 and are still subsisting and capable of being enforced.

It was therefore possible that some other unknown restrictions on the land may at some point come to light.

14. Arrangements for Armistice / Remembrance Sunday

Members were reminded that Remembrance Sunday would this year fall on Sunday 10 November 2024.

a) Attendance of Revd Christopher Wood at West Bradford

Cllr Chew confirmed that, although the Remembrance Sunday service would not be taken by Revd Wood, alternative arrangements were in place. The service

would commence at 10am in St Catherine's Church, before continuing at the War Memorial site (prior to returning to the church for refreshments). b) Display of poppies: As previously agreed, this had taken place on Saturday 26 October 2024 (with the Chair, Cllr Chew and the Clerk participating). c) Wreath: i) Acquisition: The Clerk had collected the wreath from the Royal British Legion. The Chair took the wreath and undertook to convey it to Cllr Fox. Resolved Chair to pursue Chair ii) Laying: It had previously been proposed (and agreed) that Cllr Fox should be invited to lay the wreath this year, with Cllr Marsden invited to do so in 2025. In Cllr Fox's absence, the Chair undertook to ring him and seek his agreement to lay the wreath. Resolved Chair to pursue Chair d) Loudspeaker for playing of The Last Post: Cllr Chew reported that members of St Catherine's Church (supported by a local resident) would lead on the necessary arrangements for the playing of music. e) Traffic marshalling: It was agreed that appropriate ad hoc arrangements for traffic marshalling would be put in place on the day. f) Flying of flag: i) Remembrance Sunday The Union flag was due to be flown in advance of Remembrance Sunday, and to be left in situ until after 14 November (this being the birthday of King Charles III). In the absence of the Clerk on those dates, the Chair agreed to arrange for flying of the flag and took possession of the flag and flagpole key. Resolved Chair to arrange for flying of Union flag prior to 10 November Chair Chair to return the flagpole key to the Clerk so that he can take the flag down Chair after 14 November, and fly the Lancashire flag prior to 27 November cont

	It was agreed that 2 additional copies of the flagpole key should be obtained, and retained by the Clerk as master copies.	
	Resolved Clerk to obtain	Clerk
ii)	<u>Lancashire Day – 27 November 2024</u>	
	See minute item 14fi above	
15.	Xmas preparations etc	
a)	<u>Tree</u>	
	Cllr Chew agreed to approach Heidelberg Materials, with a view to once again establishing whether the company would donate a Xmas tree for display on the Coronation Gardens.	
	Resolved Cllr Chew to action	RC
	Members agreed that the sum of £50 should once again be payable to the local resident who traditionally provided access to the supply of electricity to power the Xmas tree lights.	
	Resolved Members authorised the Clerk to reimburse the resident to the sum of £50 in the New Year Clerk to diary	Clerk
b)	<u>Lights etc</u>	
	Cllr Chew and the Clerk both undertook to establish who retained possession of the Xmas lights, with a view to their condition being assessed / new ones purchased as required.	
	Resolved Cllr Chew / Clerk to pursue	RC / Clerk
	At the November meeting, arrangements would be made for dressing the tree.	
	Resolved Clerk to diary	
c)	Senior Citizens' Xmas Party	
	Cllr Fox had recently attended a meeting of the Village Hall Management Committee, where he had been asked to establish whether the Parish Council would be giving its annual donation to the Senior Citizens Xmas party.	
0	Resolved Members agreed to make a donation of £275, and asked the Clerk to facilitate this payment	Clerk

In 2023, it had been agreed that an approach would be made to PC David Green and invite him (or one of the other neighbourhood policing team) to attend the Xmas party. It was agreed not to repeat this exercise in 2024.

d) Xmas gifts

In previous years, the Parish Council had purchased Xmas gifts to thank residents who had supported them over the previous 12 months. Recipients had included members of the public providing the following services:

- I. website support
- II. defibrillator support
- III. arranging the Xmas tree and providing electricity for lights

Last year, it had been agreed that each of the above would receive a voucher to the value of £25 to be redeemed at the 3 Millstones. The Clerk had received positive feedback from one of the recipients about the nature of this gift.

It was agreed that gifts for residents I and II above would be purchased this year.

Resolved

Clerk to purchase 2 x £30 vouchers from the 3 Millstones and distribute to residents I and II accordingly

Clerk

16. Lengthsman

a) <u>Invoices</u>

The Lengthsman had now submitted an invoice for September 2024 totalling £90.

Resolved

Members retrospectively approved this payment

b) Attendance of Lengthsman

Attendance of Lengthsman

At the September meeting, it had been agreed that the Lengthsman would be invited to attend the October meeting. The purpose of this would be to:

- allow both members and the Lengthsman to reflect on how 2024 had gone (from both his perspective and that of members); and
- better understand his intentions for 2025 (bearing in mind that the Lengthsman was on an annual fixed term contract due to expire on 28 February 2025).

The Clerk gave a confidential update on the email correspondence which he had entered into with the Lengthsman. In light of this, it was agreed that the Clerk should write to the Lengthsman and indicate that – subject to his availability – they would wish to provisionally invite him to attend the Parish Council meeting in January 2025. Members noted that the neighbouring villages of Waddington and Grindleton had both been extremely successful at the Best Kept Village awards in

2024, and as a result they were keen to ensure that West Bradford was more competitive in 2025. This would require any Lengthsman to be available to work around 20-25 hours per month in the key Spring / Summer period of May – July 2025, a matter around which further discussion was needed.

Resolved

Clerk to write to the Lengthsman and give advance notice of members' invitation for him to attend the Parish Council in January 2025

Clerk

The Lengthsman had submitted some written comments on his perceptions of how the role had been performed in 2024, which members considered in detail. It was agreed that this discussion (including how his work could be made easier) would best be continued in January 2025 when the Lengthsman was to attend the Parish Council meeting.

17. Reports from sub-committees / other meetings attended

- Playing Field / Village Hall prior to the meeting, Cllr Fox had emailed to report that, with regard to the alterations to the Village Hall, works to the patio were going ahead (due to complete in February 2025) and a contractor had been appointed to oversee the widening of the hall doors from the lounge to the hall (work due to be completed in January 2025).
- Parish Councils' Liaison Committee the next meeting was to be held on 7
 November 2024 at 6.30pm in the Council Chamber

Resolved

Chair to attend

Clerk to send details of the agenda to the Chair

Clerk

- Lancashire Association of Local Councils no update; and
- Hanson Cement Liaison Committee Cllr Chew gave an update on the meeting held on 10 October 2024. Matters discussed had included:
 - c£18.7m had been spent on a new bag filter system, with test digs underway to establish its preferred location. Once installed, it was envisaged that dust emissions would fall to zero;
 - work on a gas pipe on Clitheroe Rd would be taking place;
 - changes to the HARP Park and Ride scheme (see minute item 6 above)
 were discussed;
 - a tour of the site would be offered at the next meeting of the Liaison Committee;
 - a planning application relating to Belmont quarry (seeking consent to quarry deeper but not expand the width of the site) would be submitted prior to February 2027;
 - in 2024, 77% of the site's fuel had come from alternative (and usually local) sources, this figure being considered to be one of the best in the world; and
 - the readings from 2 Air Quality Monitors were now published on the site's community page.

18. Correspondence / requests received

a) Register of Electors 2024/25

RVBC had written to the Clerk indicating that members were entitled to receive one copy of the full electoral register for the parish.

On acquisition, the register may only be used for certain specified purposes, such as the prevention / detection of crime or checking a person's identity when they apply for credit. It is a criminal offence to pass information on the register to any other person, or to use the register for an unspecified purpose.

Resolved

Members agreed not to acquire a register of electors for 2024/25 Clerk to advise RVCBC accordingly

Clerk

Discussion on this matter broadened out to encompass whether new residents moving into the village should receive a "welcome letter" advising them of local facilities and seeking to promote their integration into the community. It was agreed that any such letter would best be sent on behalf of not only the Parish Council but also the Village Hall Management Committee, St Catherine's Church and the Hub.

Resolved

Cllr Chew to explore this further

RC

b) Government consultation - Enabling remote attendance and proxy voting at local authority meetings

The Clerk reported the government's intention to consult (for a period of 8 weeks from 24 October 2024) on its proposed changes to the format of public meetings. The proposed changes, which would directly impact the working of parish councils, included:

- allowing members to attend parish council meetings remotely rather than in person; and
- the introduction of proxy voting where members may be temporarily unable to participate in meetings even if remote attendance provisions are in place.

Members considered this issue but declined to contribute to the consultation exercise.

19. Any Other Business

a) Redwood tree

Members were reminded that the Parish Council had received a redwood tree from RVBC to mark its recent golden anniversary. This tree had been stored by the Chair, and was due to be planted at the Village Hall. cont

	Resolved Chair to again raise this issue with representatives of the Village Hall Management Committee	Chair	
b)	RVBC – roadsweeper / collection of leaves		
	At the Chair's request, the Clerk had approached RVBC and asked for a visit from the roadsweeper so as to collect dead leaves from the roadside (this problem being considered particularly bad on Chapel Lane and the bend at the 3 Millstones). It was reported that the roadsweeper had been sighted in the village on the day of the meeting.		
c)	Repairs to road surface – Bowland Gate Lane		
	The Chair reported that the County Council had recently filled in a number of potholes on Bowland Gate Lane (these having been previously reported to LCC by the Clerk).		
	Date / time of next meeting:		
	The next scheduled meeting of West Bradford Parish Council was to be held at		
	7.30pm on Weds 27 November 2024		
	The meeting closed at 8.29pm.		
Signe	ed by:		
	Date: Cllr A Bristol		
	27.11.24 Chair Andres Boyl		