

West Bradford Parish Council

Clerk:

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 28 August 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.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes / Matters Arising a) <u>Minutes of the meeting held on 26 June 2024:</u> The minutes of the meeting held on 26 June 2024 (no meeting having been held in the month of July) 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 26 June 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>Letter of complaint to RVBC</u></p> <p>At the June meeting, members had noted that two local residents had sought an update on the outcome of the formal complaint against RVBC previously initiated by the Parish Council. As a result, members had agreed that the Clerk should write to the two residents and set out the rationale for the Parish Council’s stance in this matter; this had been done on 30 June.</p> <p>Furthermore, whilst acknowledging that its formal complaint had been withdrawn, members had asked the Clerk to write to RVBC and request that officers write to each resident who had submitted a consultation response under application 3/2024/0011, and explain the methodology used in that case (which had resulted in determination of the application by delegation to officers rather than by full committee). In the Clerk’s words, it did not fall to the Parish Council to be an “apologist” for the actions of the Borough Council in this case. This approach had also been made to RVBC on 30 June; it had made clear that – should the Borough Council not wish to engage in this suggested course of action – the Parish Council would reserve the right to publish a redacted version of the Borough Council’s letter of 29 April.</p> <p>On 3 July, RVBC had confirmed that it was unwilling to write to affected residents individually (unless they had chosen to contact the Planning Department directly themselves). However, RVBC was willing for its letter of 29 April to be placed in the public domain. With the Chair’s agreement, the letter had been posted on the Parish Council website that day.</p> <p>The Clerk had subsequently been telephoned by a local resident strongly expressing disappointment with (i) the published letter and (ii) the Parish Council’s perceived reluctance to pursue its complaint against RVBC. This had been followed later that day by an email from the same resident, in which his ongoing concerns were reiterated. As a result, the Clerk had drafted a formal response to the resident, which – the text having been unanimously agreed by members - was sent by email on 9 July. A copy of the full response was provided for members’ information.</p> <p>The resident had later responded to this letter, indicating that he did not wish to pursue the complaint further. The Clerk had acknowledged this email on 12 July.</p> <p><u>Caravan / breach of covenant</u></p> <p>The Parish Council had also received an approach from a resident querying whether the siting of a caravan on land adjacent to Moor Lane was in breach of covenant. Members had agreed that any such breach was a civil matter and not one in which they could become involved. At the request of members, this stance had been communicated to (and subsequently acknowledged by) the resident.</p>
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iii)	<p><u>Notice board – replacement keys</u></p> <p>These had now been received and would be retained by the Clerk. As a result, it was agreed one of the keys would be provided to Parish Cllr Chew for her to retain.</p> <p>Resolved Clerk to arrange</p>	Clerk
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>Cllr Horkin outlined his concerns with regard to a policy which the new Labour government may seek to introduce following its party conference later in the year; this policy related to the possible introduction of an elected mayor for Lancashire and the consequent abolition of district councils within the county. The existing Ribble Valley Borough Council currently held reserves amounting to at least £18 million (a sum considerably higher than other districts), money which would be lost to residents if a more centralised approach were to be initiated. In response to the situation, the Borough Council had passed a motion requiring that – should a pan-district mayor be formally proposed – a prior district-wide referendum would be held. Cllr Horkin committed to keeping parish councillors updated as this fluid situation unfolded.</p> <p>Cllr Horkin also:</p> <ul style="list-style-type: none"> • noted the report on the briefing held on HARP by United Utilities (see minute item 6a below), but confirmed that he had nothing further to add; • advised that the Borough Council may establish a Jubilee Fund, which may result in monies becoming available to district councils from April 2025; and • commented in outline on the Settlement Review (to be discussed elsewhere on the agenda). 	
5. a)	<p>Bradford Bridge</p> <p><u>Vehicular impact</u></p> <p>At the June meeting, members had noted that further vehicular impact (in addition to that reported in April) had taken place, and the Clerk had once again reported this matter to LCC on 29 June. On 4 July, LCC had confirmed that its bridges engineer had advised that the photograph showed no immediate safety hazard, but that he would attend shortly and arrange for the stone to be reset. Since then, no action had been taken, and members were concerned that the condition of the bridge continued to deteriorate.</p> <p>Resolved Clerk to seek a further update from LCC</p>	Clerk

6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>a) <u>Update – planning application 3/2021/0661</u></p> <p>Following the briefing given to members by two representatives of United Utilities (UU) on 26 June 2024, the Clerk had produced a note of the meeting. The content of this note had been approved by members, as well as the UU representatives present at the meeting, and had since been displayed on the Parish Council website. It had now been viewed a total of 24 times.</p>	
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – June 2024</u></p> <p>The Clerk submitted details of income and expenditure for the month of June 2024 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for June 2024 as presented would be signed off</p> <p>b) <u>Monthly accounts – July 2024</u></p> <p>The Clerk submitted details of income and expenditure for the month of July 2024 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for July 2024 as presented would be signed off</p> <p>c) <u>RVBC - Concurrent Functions Grant 2024/25</u></p> <p>As agreed at the June meeting, the Clerk had submitted an application to RVBC under its Concurrent Function Grant scheme (covering the period 2023/24). The funding bid had amounted to £1,863.10 (to which a claim for grass cutting by RVBC during 2023/24 had recently been added), with payment of any award likely to be received in September.</p> <p>d) <u>RVBC – Ribble Valley in Bloom</u></p> <p>The Clerk had been informed by RVBC that the Community Services Committee had awarded the Parish Council the sum of £100 towards gardening costs / the purchase of summer bedding plants. This funding had now been received by the Parish Council.</p> <p>e) <u>Claim for refund of VAT paid</u></p> <p>Members noted that the Clerk had submitted a claim for a refund of VAT paid (amounting to £311.62) to HMRC.</p>	

<p>8.</p> <p>A)</p> <p>a)</p> <p>b)</p> <p>B)</p>	<p>Governance</p> <p><u>External audit 2023/24</u></p> <p><u>Update</u></p> <p>Members noted that email confirmation had been received from the external auditors on the following matters:</p> <ul style="list-style-type: none"> • the notification of exempt status for the year ended 31 March 2024 submitted by West Bradford Parish Council had been received and logged; and • there was no review to be performed and consequently no auditor certificate / report would be issued for this reporting year. <p><u>Public Rights / Publication Requirements</u></p> <p>The period of public rights for 2023/24 had commenced on 1 July and concluded on 9 August 2024.</p> <p>No requests to view the Parish Council's accounts had been made by any residents of the village.</p> <p>This ended the external audit process for 2023/24.</p> <p><u>Proposed new draft Financial Regulations</u></p> <p>At the June meeting, the Clerk had advised members that the National Association of Local Councils had produced a new set of draft Financial Regulations for potential adoption by local authorities, including parish councils. It had been agreed that the Clerk would (i) map the revised draft against the Parish Council's current Financial Regulations and (ii) bring a report to the August meeting setting out in detail any implications which may arise from the potential adoption of the new draft.</p> <p>Accordingly, the Clerk presented a copy of the new draft regulations for members to consider. The new version was markedly different from the Parish Council's current Financial Regulations, which had been adopted as usual at the May AGM. For instance, it placed a greater emphasis on risk management and sought to more closely follow the procedural requirements to be followed in the annual external audit.</p> <p>After due consideration, members felt that the content of the proposed new document was too onerous for a parish council of this size, perhaps being better suited to a larger authority where the need to safeguard larger sums of public money was reflected in more rigorous procedures. Members agreed that the current Financial Regulations adopted at the AGM in May 2024 were appropriate for the Parish Council's circumstances, and confirmed their view that the new draft regulations should not be adopted at this time.</p>	
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<p>9.</p> <p>A)</p> <p>i)</p> <p>ii)</p> <p>iii)</p>	<p>Planning applications considered</p> <p><u>Planning applications - for consideration as a statutory consultee:</u></p> <p>Planning Application No: 3/2024/0365 Proposal: To regularise the increase of dogs on site at the existing dog day care facility from 12 to 24. Location: Eaves Hall Farm, Moor Lane, West Bradford BB7 3JG</p> <p>Details of this application had been circulated to members on 9 July 2024, with a deadline of 30 July for submission of any comments to RVBC. It had been agreed that – rather than hold an extraordinary meeting to consider this issue – the Clerk would draft a letter on members’ behalf, consisting of the comments set out in members’ emails. The final version of this letter had been sent to RVBC on 17 July 2024, and a copy was presented to members for their information.</p> <p>Members were advised that this application had been approved by RVBC on 12 August 2024, with the following conditions imposed:</p> <p style="padding-left: 40px;">No more than 24 dogs associated with the business hereby approved shall be on site at any one time whether kept outdoors or indoors.</p> <p style="padding-left: 40px;">All dogs using the day care services shall arrive by vehicles associated with the business on a pick-up basis. For the avoidance of doubt no dogs shall be accepted from customers whose dogs arrive by private motor-vehicle whether on a customer drop-off or appointment basis.</p> <p>Planning Application No: 3/2024/0528 Proposal: Proposed construction of one new four-bedroom, single-storey self-build dwelling with associated parking and landscaping. Installation of a surface water drainage soakaway and a package treatment unit. Location: Eaves Hall Farm, Moor Lane, West Bradford BB7 3JG</p> <p>Details of this application had been circulated to members on 15 July 2024, with a deadline of 5 August for submission of any comments to RVBC. It had again been agreed that the Clerk would draft a letter for submission to RVBC; the final version of this letter had been sent to RVBC on 22 July 2024, and a copy was presented for members’ information.</p> <p>Planning Application No: 3/2024/0599 Proposal: Proposed continuation of pitched roof over flat-roofed external store. Location: West Bank, 2 Orchard Villas, Grindleton Road, West Bradford BB7 4SU</p> <p>Details of the above application were circulated on 3 August, with a deadline for response to RVBC of 20 August. As no adverse comments had been received, no submission to RVBC had been made.</p>	
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<p>B)</p> <p>C)</p> <p>i)</p> <p>ii)</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 (including applications 3/2024/0365 and 3/2024/0528) was presented for members' consideration.</p> <p><u>Complaints - CONFIDENTIAL</u></p> <p><u>Potentially unauthorised development – West Bradford</u></p> <p>Members recalled that an instance of potentially unauthorised development in the parish had been brought to their attention by the Clerk in early August. As a result, and with members' agreement, the matter had been reported to RVBC Planning Enforcement on 9 August 2024. Whilst the matter remained under investigation by RVBC staff, parish councillors agreed to continue monitoring the situation (and to report any ongoing concerns to RVBC).</p> <p><u>Potentially unauthorised development – Grindleton</u></p> <p>The Clerk gave an update on this investigation which he had received from RVBC.</p>	
<p>10.</p> <p>a)</p>	<p>Lancashire Best Kept Village Competition (LBKVC) 2024</p> <p><u>Progress / judging</u></p> <p>Members were pleased to note that the first round of judging had been completed and that West Bradford had progressed to the second round of Whole Village judging. However, the result from the second round of judging had been received on 15 August, with confirmation that West Bradford would not proceed to the final of the Small Village class (the competing finalists being identified as Roughlee and Brindle).</p> <p>Final results – along with feedback - would be circulated on 15 October (after the presentation event had been held on 14 October).</p> <p>There was some dissatisfaction expressed at the tidiness of the village, and it was agreed that – prior to entering the 2025 competition – a review of the Parish Council's options in relation to Lengthsman's services would need to be held.</p> <p>Resolved Clerk to now remove the yellow informational signs</p>	<p>Clerk</p>
<p>11.</p>	<p>Ribble Valley Local Plan - Review of Settlement Boundaries and Revision of Facilities/Services Data within Settlements</p> <p>With regard to the above, the Borough Council was undergoing an exercise to gather data and supporting evidence. As part of this process, the Borough Council was consulting with parishes and had sent out a range of documentation for members to consider. The deadline for response was 20 August.</p>	

	<p>Members were aware of the significance of this request and gave the matter all due consideration. In essence, the Parish Council was invited to undertake two tasks:</p> <p>a) <u>by reference to the maps and Settlement Policy provided, revisit the current "Settlement Boundary and Open Space Review"</u></p> <p>Members examined the map provided by the Borough Council, and concluded that it appeared to omit a significant portion of the village – Eaves Hall Lane - from the village boundary as shown. This seemed particularly inappropriate given the considerable number of businesses to be found in that vicinity (Three Rivers Country Park, Dove Syke Forest School, the new dog kennels <i>et al</i>).</p> <p>Resolved Clerk to complete and return the form to RVBC as requested Clerk to amend the form to reflect members' views that Eaves Hall Lane should be included within the settlement boundary</p> <p>Whilst the form provided by RVBC did not include space for any additional comments, members requested that the following discussion points be officially recorded in the minutes:</p> <ul style="list-style-type: none"> • with regard to any future allocation of house building targets, there remained a real problem for West Bradford in the form of inadequate sewerage. This issue would need to be addressed before any further substantial housing development could be contemplated; and • similarly, the village was likely to be severely impacted by the forthcoming HARP project. This anticipated disruption should also be given due weight prior to any future allocation of housing targets. <p>These concerns, captured above, could be reported back to RVBC at the appropriate time.</p> <p>b) <u>revisit the "Services and Facilities" form provided</u></p> <p>Members discussed the form provided by RVBC, but considered that it contained a number of errors. For instance:</p> <ul style="list-style-type: none"> • the form made reference to businesses when they perhaps should not have been included (eg Three Millstones, Eaves Hall and Waddington and West Bradford Primary School); and • the form failed to include businesses which should have been listed (eg Three Rivers Country Park, other businesses to be found on Eaves Hall Lane, and the new Community Hub). <p>Resolved Clerk to amend the form as appropriate, prior to returning it to RVBC</p>	<p>Clerk Clerk</p> <p>Clerk</p>
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<p>12.</p> <p>A)</p> <p>B)</p> <p>C)</p>	<p>Action Plan 2024</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> <p><u>Flag flying</u></p> <p>The Union flag had been flown on 17 July 2024, to mark the birthday of Queen Camilla.</p> <p>Members noted that the union flag would next be flown on 8 September 2024, to commemorate the accession to the throne of King Charles III. Due the absence of the Clerk on that date, it was agreed that the Chair would arrange for the flag to be flown, and the Clerk handed the flag / key to him.</p> <p>Resolved Chair to arrange for flying of the Union flag</p> <p><u>New signage – access to the village</u></p> <p>Due to the lightness of the agenda anticipated for the September meeting, it was agreed that consideration of this matter would be deferred until that time.</p> <p>Resolved Clerk to diary for the September meeting</p>	<p></p> <p>Chair</p> <p>Clerk</p>
<p>13.</p> <p>a)</p> <p>b)</p>	<p>Lengthsman</p> <p><u>Invoices</u></p> <p>The Lengthsman had now submitted the following invoices:</p> <ul style="list-style-type: none"> • June 2024 - £120 • July 2024 - £195 <p>Resolved Members retrospectively approved these payments</p> <p><u>Strimming</u></p> <p>A village resident had once again undertaken strimming around the village. The Clerk had now received an invoice from the resident for the agreed sum of £120 plus VAT, and payment had been made.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • thank the resident for his efforts, which were greatly appreciated; and • retrospectively approve this payment 	<p></p>

c)	<p><u>Spraying – 2025</u></p> <p>The same village resident had also agreed to undertake spraying of weeds around the village prior to the Best Kept Village Competition in 2025.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • ask the Clerk to write to the resident in Spring 2025, asking him to carry out both the spraying and strimming prior to the BKVC • Clerk to diary this correspondence for action in February / March 2025 	Clerk Clerk
14.	<p>VE Day 80 – 8 May 2025 – “A Shared Moment of Celebration”</p> <p>Members noted that communities across the country had been invited to participate in events to commemorate the 80th anniversary of VE Day. This would take place on 8 May 2025, and would feature:</p> <ul style="list-style-type: none"> • reading of the VE Day Proclamation at 8am; • raising of flags; • church bells to be rung; and • over one thousand Beacons and several hundred Lamp Lights of Peace will be lit at 9.30pm across the United Kingdom. <p>A copy of the relevant press release was provided.</p> <p>Members agreed that the occasion should indeed be marked in some way, but at this early stage were uncertain whether to once again light the beacon. It was agreed to reconsider this matter in Spring 2025, when an assessment of the national publicity awarded to the event could be made.</p> <p>Resolved Clerk to diary a further discussion in February / March 2025</p>	Clerk
15.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – Cllr Fox reported that, with regard to the proposed development activity at the Village Hall, a grant application had now been submitted to RVBC. • Parish Councils’ Liaison Committee – it was noted that the next Parish Council Liaison Committee would take place on 12 September 2024 (Cllr Chew to attend); • Lancashire Association of Local Councils – no update; and • Hanson Cement Liaison Committee – date tbc. 	RC
16.	<p>Correspondence / requests received</p> <p>a) None</p>	

17.	<p>Any Other Business</p> <p>a) <u>New battery for defibrillator</u></p> <p>In late June, the resident responsible for defibrillator maintenance had advised the Clerk that the battery in the defibrillator was defective and a new one was required as a matter of urgency. With the agreement of the Chair, a new battery had been acquired a cost of £258 (including £43 VAT). This had been promptly installed by the resident and the defibrillator was now once again operational.</p> <p>Resolved Members thanked the resident for his continued monitoring of, and support with, the defibrillator</p> <p>In addition, the Clerk had recently learned that - as well as the battery and pads being operational / within date - a number of disposable items (drying cloth, razor etc) were required to be present in the defibrillator housing.</p> <p>Resolved Clerk to check with the resident that the above disposable items are present</p> <p>b) <u>Contingency plans for next meeting</u></p> <p>Members noted that the Clerk would be away from 5 - 23 September. This would have the following implications:</p> <ul style="list-style-type: none"> • the agenda would therefore be sent out earlier (and may be somewhat shorter) than usual; • the Union flag was to be flown on 8 September to mark the accession to the throne of King Charles III (see minute item 12B above); and • should any planning applications be submitted for consideration during that period, it would be helpful to identify a member who will act as a focal point for circulation, compiling any submission etc. <p>Resolved Cllr Chew would lead on the Parish Council's response to any urgent planning applications etc</p> <p>c) <u>Pigeons on Westfield Drive</u></p> <p>Cllr Fox reported that residents were encountering problems with a "plague of pigeons" on Westfield Drive. A number of options to tackle this issue were discussed, before members agreed that an initial approach to RVBC Environmental Health was appropriate.</p> <p>Resolved Cllr Fox to pursue</p>	<p>Clerk</p> <p>RC</p> <p>MF</p>
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d)	<p><u>Weeds blocking drains on Chapel Lane</u></p> <p>Cllr Fox 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 the weeds were clearly growing out of the drain and onto the highway.</p> <p>Resolved Cllr Chew to forward a photograph of the drains in question to the Clerk Clerk to raise the matter with LCC Highways District Partnership Officer</p>	Clerk 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 25 September 2024</p> <p>The meeting closed at 8.38pm</p>		
Signed by:		
	Date: 25.9.24	Cllr A Bristol Chair 