

West Bradford Parish Council

Clerk:

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 28 September 2022 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 M Wood Cllr K Horkin (RVBC)
Apologies:	None
Members of the public present:	None

Prior to commencement of the meeting, at the request of the Chair members observed a minute's silence in memory of the late Her Majesty Queen Elizabeth II.

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests Cllr Chew declared an interest in minute item 9d (planning application 3/2022/0779) as the applicants were known to her. Cllr Chew did not participate in the discussion on this item.	
2.	Minutes of the Last Meeting (31 August 2022): The minutes of the August 2022 meeting were signed by the Chair as a true and accurate record. Proposed by: Cllr M Wood Seconded by: Cllr H Best Resolved It was agreed that the minutes of the 31 August meeting would be posted on the Parish Council website	Clerk

	<p><u>Matters arising:</u></p> <p>a) <u>Repairs to kissing gates etc</u></p> <p>After no response to an approach to a local contractor by the Clerk had been received, Cllr Fox had undertaken to contact the contractor and establish whether he was interested in carrying out a range of repairs around the village. Cllr Fox had done so and reported to the Clerk that the contractor was prepared to carry out the work, but he was extremely busy and would not be able to do so for 2-3 months (although in the interim he would inspect the work to be undertaken).</p> <p>The Clerk's attempts to contact an alternative contractor had proved unsuccessful. Cllr Fox undertook to try and obtain these and forward them to the Clerk so that a formal approach could be made.</p> <p>Cllr Chew confirmed that she was in contact with another local contractor and – should he be interested in the work – would advise the Clerk accordingly.</p> <p>Resolved Cllrs Fox and Chew to pursue</p> <p>b) <u>Removal of beacon for storage</u></p> <p>The Chair had contacted Sam Wrathall with regard to removal of the beacon from the Village Hall site for storage pending future use, and this would be actioned in due course.</p> <p>c) <u>Community Facebook page</u></p> <p>Cllr Best had updated the local community Facebook page with details of parish council activity on HARP, and had received thanks from a resident for her efforts.</p> <p>Resolved Members thanked Cllr Best for her action</p>	<p>MF</p> <p>RC</p>
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>Cllr Horkin indicated that much of RVBC's business had recently been on hold due to the period of national mourning. However, he raised a number of points of relevance to the Parish Council. These included:</p> <p>i) At a recent meeting of RVBC's Policy and Finance Committee, information had been presented which suggested that West Bradford Parish Council was claiming less in grant subsidies than other comparable parishes.</p>	

	<p>Resolved Clerk to revisit funding streams available from RVBC to ensure that all were being accessed as appropriate</p> <p>ii) It was anticipated that, prior to the next meeting of RVBC's Planning and Development Committee, members would be provided with a briefing on the status of the HARP planning application.</p> <p>Resolved Should any significant developments with the HARP application be reported, Cllr Horkin would invite County Cllr Mirfin to a future meeting of the Parish Council to update members accordingly</p> <p>iii) Cllr Horkin had recently been appointed to the Hanson Cement Liaison Committee and (along with the Chair of the Parish Council) would be attending the meeting tomorrow, where he intended to raise a number of issues relating to air quality; these included the lack of testing facilities in the vicinity of the site, and the perceived reluctance of the Environment Agency to engage with stakeholders on this issue. Members discussed the issue of local air quality in some detail, and noted its importance to the health of residents and its impact on the wider local economy. Whilst the Hanson Cement site clearly had a major role to play in this regard, members accepted that a number of other significant industrial sites were located in close proximity to it, and considered that their role as potential polluters should equally be assessed.</p> <p>iv) In response to a question from Cllr Best, Cllr Horkin confirmed that little progress had yet been made on the proposed jubilee garden development in Clitheroe town centre.</p> <p>v) Cllr Fox asked whether any decision had been made on the planning application concerning the installation of eco-pods at the Eaves Hall site.</p> <p>Resolved Clerk to research the status of this planning application and update members at the next meeting</p>	<p>Clerk</p> <p>KH</p> <p>Clerk</p>
5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>At the August meeting, members had expressed disappointment that no acknowledgement of, or response to, the note of the special meeting of affected parish councils held on 29 June had been received. Further disappointment had been expressed at the lack of response to the request that the Parish Council</p>	

	<p>should be recompensed for the costs incurred by the Clerk in servicing the special meeting. As a result, the Clerk had written to County Cllr Mirfin regarding the lack of LCC engagement to date.</p> <p>On 6 September, County Cllr Mirfin had telephoned the Clerk and offered a number of reasons as to why these matters had not been progressed, whilst confirming his ongoing commitment to the parish. He was due to meet with County Cllr Swarbrick in the near future and would raise the issue with him.</p> <p>Resolved Cllr Horkin to contact County Cllr Mirfin in a further effort to resolve this matter</p>	KH
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – August 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of August 2022 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for August 2022 as presented would be signed off</p> <p>The Clerk advised members that the accounts for August had not been reconciled as no bank statement for the period in question had been received. A final check would therefore take place once the September statement was received, and any imbalances reported to the October meeting.</p> <p>Resolved Clerk to complete reconciliation of the August accounts</p> <p>b) <u>Budget Monitoring – Q2</u></p> <p>The Clerk presented an analysis of the Parish Council’s financial position at the end of Q2.</p> <p>Key points included:</p> <ul style="list-style-type: none"> • income was on track and the budgeted amount was likely to be exceeded over the coming year, with LCC grants (for PROWs, biodiversity) still awaited, as well as (i) RVBC concurrent functions and (ii) HMRC refunds for VAT; • expenditure on the Clerk’s net salary for Q2 was c£600, with the half-yearly salary now only at variance by £40 from the annual budget; • Q2 expenditure on the Lengthsman would total c£700 when unclaimed hours are paid, this exceeding the quarterly budget of £300. However, this was largely due to the extra hours required due to the success in the LBKVC and should even out over the financial year; 	<p>Chair</p> <p>Clerk</p>

- fees on maintenance of the Coronation Gardens had also exceeded the budgeted amount, but these should also balance out over the remainder of the year; and
- no other concerns were reported.

Resolved

Members approved the report on Q2 of the annual budget

c) LCC grants – local delivery scheme and biodiversity payment

The Clerk had received confirmation from LCC that the following grant awards had been made for 2022:

- local delivery scheme (PROWs) - £500; and
- biodiversity payment - £300.

A note of thanks had been sent to the PROW officer at LCC for her support.

Members noted that the £500 award could potentially contribute to the cost of the proposed replacement of kissing gates (item 3a above). Similarly, the £300 biodiversity payment could be put towards the cost of the proposed renovation of the Pinfold (as discussed at the last meeting and to be revisited in 2023).

Cllr Horkin advised that RVBC had received a sum of c£450k which could also potentially be accessed for works of this nature.

8. **Governance**

External Audit 2021/22

a) Update - retrospective approval: Certificate of Exemption

The Clerk reported that he had received the following clarification from the external auditors:

We can confirm receipt of the Exemption Certificate in respect of 2021/22. As the Council has certified itself as exempt from the review for this year, a review has not taken place and there are no closure documents to issue by 30 September.

As such, members noted that no fee for the services of the external auditors had been incurred and - subject to item b) below - the audit process had now been concluded.

b) Next Steps

In addition to documents previously placed on the Parish Council's website, by 30 September the Parish Council was obliged to have also published the certificate of exemption approved at the August meeting (and subsequently submitted to the external auditors). No further actions from the 2021/22 external audit would then be required.

	<p>Members to:</p> <p>i) authorise the Clerk to publish the certificate of exemption by 30 September 2022; and</p> <p>ii) formally note the conclusion of the external audit process 2021/22.</p>	Clerk
9.	<p>Planning applications considered</p> <p>a) <u>Planning Application No: 3/2021/0877 - Dove Syke Nursery, Eaves Hall Lane, West Bradford BB7 3JG</u></p> <p>At the August meeting, two local residents had attended in order to voice their concerns at the above proposed application. Members had subsequently debated the issue and a letter of objection had been sent to RVBC on 2 September. A copy of the letter was provided for members' information. In discussing its content, members considered the text of the letter to have been well-worded and reiterated their objections to any residential occupation of Dove Syke.</p> <p>As a general observation, Cllr Horkin (who had not been present at the August meeting) stressed the importance of any objector submitting their comments in writing within the consultation period, to ensure that – when making their final determination - members of the RVBC Planning and Development Committee had a full range of opinions before them.</p> <p>b) <u>Planning Application No: 3/2022/0821 - Netherwood, 3 Orchard Villas, Grindleton Road, West Bradford BB7 4SU</u></p> <p>Details of this application had been circulated to members on 9 September with a deadline for consultation response of 30 September. A response had been received from Cllr Best expressing no concern at the proposal.</p> <p>Resolved No consultation response would be submitted</p> <p>c) <u>Planning Application No: 3/2022/0737 - Laneside Farm, Grindleton Road, West Bradford BB7 4QJ</u></p> <p>Details of this application (which had been inadvertently sent by RVBC to Grindleton PC) had been circulated by the Clerk on 19 September, with a deadline for response of 3 October.</p> <p>Members discussed the application at length, commenting that – whilst they always sought to support local employment wherever possible – there were two aspects of this application which caused particular concern. The first of these was a claim made repeatedly in the documentation submitted, namely that the intended use of the proposed building would be for “agricultural” purposes (an impression enhanced by the reference to “Sheep (ewes) 450”), as opposed to “industrial or commercial” use. However, members noted that the sole emphasis of the applicant’s business as currently operating from the site seemed to be the manufacture and sale of sheep shearing equipment; if so, these uses could be</p>	

considered to be industrial / commercial rather than agricultural, and may appear to contradict the agricultural use claimed in the application.

Secondly, members noted that the current application was the fourth in five years (the others being 3/2017/0397, 3/2019/0534 and 3/2020/0256). Given the current size of the site, its further expansion may be inappropriate for a rural village location. However, should the Local Planning Authority decide to approve the application, it was felt that the imposition of conditions requiring landscaping (or other measures to conceal the site from the road, such as the planting of trees) would help to protect residential amenity.

It was agreed that the Chair would consider whether to make a personal visit to the applicant and seek reassurance on the concerns outlined above. In light of this prospect, members agreed that the final decision as to whether to submit a consultation response would be delegated to the Chair.

Resolved

Chair to consider whether to make a personal visit to seek reassurance from the applicant

Chair

Members delegated to the Chair the final decision as to whether to submit a consultation response

Clerk to submit consultation response to RVBC if required

Clerk

d) Planning Application No: 3/2022/0779 - Land to East of Bowland Gate Lane, West Bradford BB7 4TL

This application had already been determined at a meeting of the RVBC Planning and Development Committee held on 14 September 2022, when it was agreed that prior approval of the details submitted was not required (the application being deemed to fall within the permitted development regime for agricultural premises).

The Parish Council had not been specifically consulted on the application in question, and had only become aware of a determination once it had been made. Members now noted that in a number of instances the application asserted that the use of the premises would be for agricultural purposes. However, members were in possession of information which caused them to question whether this would indeed be the case. It was therefore agreed that the Clerk would write to RVBC's Planning Department and inform officers of members' concerns, with a view to future monitoring of the building's use being undertaken.

Cllr Horkin requested that he be copied in to any correspondence sent so that he could follow this up as appropriate.

Resolved

Clerk to write to RVBC Planning Department and copy the correspondence to Cllr Horkin

Clerk

Cllr Horkin to follow the matter up with RVBC

KH

e) Planning Application No: 3/2022/0853 - 4 Meadow Croft, West Bradford BB7 4TJ

This application related to the proposed removal of condition 5 of the previous planning consent 3/2020/0856. The 2020 application was to seek approval for use of the premises as a physiotherapy facility, and – when originally consulted on this matter - members of the Parish Council had expressed concerns on the grounds of highway safety. These concerns had been addressed by the Local Planning Authority through imposition of a condition requiring that any clients attending the premises should be appropriately staggered in terms of time.

Condition 5 of the 2020 application stated the following:

The permission to carry out pilates instruction and physiotherapy treatment for customers visiting the premises shall be for a limited period only. The applicant should inform the LPA in writing of the date of commencement of this activity and the use must cease no later than 12 months after this date on when it shall be entirely discontinued

This latest application sought removal of condition 5 from the original application, the applicants maintaining that no nuisance or disturbance had been caused by operation of the physiotherapy business, and the temporary restriction on use of the premises for the approved purpose should therefore now be removed.

Members concluded that, as no complaints of nuisance or disturbance had been received, no objection to the application would be made.

Resolved

No consultation response would be submitted

f) Planning Application No: 3/2022/0848 - 5 Grindleton Road, West Bradford BB7 4TE

Members considered the application and concluded that no objection to the application would be made.

Resolved

No consultation response would be submitted

10. **Lancashire Best Kept Village Competition (LBKVC) 2022**

a) Progress in the competition

The Clerk was delighted to report that the Parish Council had progressed to the final two (along with Bretherton) in the Championship Village class. The presentation event was due to be held on 17 October at Eaves Hall; at the August meeting, it had been provisionally agreed that the Chair and Cllr Best would represent the Parish Council (with the Lengthsman also attending if numbers permitted). The Clerk had now received confirmation that only two

	<p>representatives per parish were permitted to attend the event, and – to thank the Lengthsman for his efforts over the summer – Cllr Best kindly offered to stand down.</p> <p>Resolved Clerk to advise that the event organisers that the Chair of the Parish Council and the Clerk / Lengthsman would attend the event</p> <p>Members also discussed whether any further action to tidy the village should be taken prior to the presentation event. It was agreed that Cllr Chew and the Clerk / Lengthsman would carry out litter picking in the vicinity of Eaves Hall Lane w/c 3 October. Cllr Wood kindly offered the use of her litter picker.</p> <p>Resolved Clerk to contact Cllr Chew w/c 3 October so that appropriate arrangements may be made</p> <p>b) <u>Proposed replacement of Notice Boards</u></p> <p>At the August meeting, Cllr Chew had suggested that it may be appropriate for new notice boards to be acquired, the current wood-framed boards being worn and requiring increased maintenance. It had been agreed that this would be discussed further at the September meeting.</p> <p>Members asked the Clerk to obtain a quote for replacement notice boards based on the following criteria:</p> <ul style="list-style-type: none"> • the quote should be for the replacement of both the existing notice boards in the village, with the new frames being the same size as the current ones; • the new frames should be made of brown plastic; • new fixings and posts would be required; and • ideally the frames would bear the legend “West Bradford Parish Council”. <p>Resolved Clerk to obtain a quote for the October meeting</p>	<p>Clerk</p> <p>Clerk</p>
<p>11.</p>	<p>Operation London Bridge</p> <p>On 8 September 2022, Buckingham Palace announced the death of HM Queen Elizabeth II. The Parish Council’s response to this announcement was swift, with a number of required actions (including raising the Union flag at half-mast and the display of a black landing page on the Parish Council’s website) taking place with great promptness.</p> <p>The Clerk thanked all members who had assisted with the above during his absence on leave in early September. The above prompt actions were testament to members’ commitment to abide by national guidelines, as was the advance planning for Operation London Bridge carried out by the Parish Council in late 2021 / early 2022.</p>	

	<p>It was agreed that the Chair would return the key to the flagpole to the Clerk for safe keeping.</p> <p>The Clerk advised members that the new king's 74th birthday would fall on 14 November 2022.</p> <p>Resolved Clerk to ensure that the date of the king's birthday is added to the Action Plan and the Union flag is to be raised accordingly</p>	Clerk
12.	<p>Practical Solutions to Road Safety – briefing for parish clerks</p> <p>The Parish Council had received an invitation to attend a briefing session on road safety issues. The session would take place from 4.30-6pm on 29 September at Chipping Village Hall, at the request of the Deputy Police and Crime Commissioner Andy Pratt (who would also host the session).</p> <p>Resolved Clerk to attend and report back to next meeting</p>	Clerk
13.	<p>CCTV</p> <p>The Clerk provided an update on his ongoing correspondence with Sarah Wells (Partnership Officer at RVBC) on the proposed acquisition of CCTV cameras. This had been wide-ranging but members discussed two points in particular:</p> <ul style="list-style-type: none"> a) officers from Lancashire police were willing to come out again to discuss locations / provide further support to parishes; and b) should West Bradford Parish Council wish to share acquisition / running costs with another parish, it was up to members to make their own direct approach. <p>Members agreed that a further advisory visit from police officers would be helpful (especially in assessing details such as the proposed location and other technical matters) and asked the Clerk to arrange this. Members kept an open mind on possible sharing arrangements, noting that at least one neighbouring parish was unlikely to support such a proposal.</p> <p>Resolved Clerk to contact Lancashire police</p>	Clerk
14.	<p>Draft Action Plan 2022</p> <p>Members considered the following matters in relation to the Action Plan for 2022:</p> <ul style="list-style-type: none"> a) <u>Remembrance Sunday – preparations to be made</u> <p>Members were advised that this year the Service of Remembrance was likely to be held on 13 November 2022 at St Catherine's Church. Previous years' experience suggested that a number of preparations would need to be made, including:</p>	

	<ul style="list-style-type: none"> • David Bristol to be advised so that Coronation Gardens can be tidied etc – Clerk to do • wreath to be obtained from RBL (who to lay?) – Clerk to contact RBL • re-usable poppies (in possession of Clerk) to be erected around village – Clerk to check, further discussion on distribution at next meeting • Clerk to ensure adequate supply of largest cable ties in Dawsons • the commemorative banner to be erected on the Coronation Gardens - Chair to do; • the Union Jack flag to be flown – Clerk to do 	<p>Clerk Clerk</p> <p>Clerk Clerk</p> <p>Chair Clerk</p>
	<p>In addition, a number of comments had been made to members following the 2021 Service of Remembrance. These included:</p> <ul style="list-style-type: none"> • residents' disappointment that: <ul style="list-style-type: none"> (i) the <u>Last Post</u> had not been played at the ceremony (either by a bugler or via a recording) (It was agreed playing the Last Post would add to the occasion, and Cllr Chew / Cllr Fox undertook to explore this further) (ii) the <u>names of the fallen</u> had not been written on poppies displayed at the Coronation Gardens site, as had occurred at other locations (Members did not consider this to be an appropriate next step) • the potential use of stewards in hi-viz jackets in order to manage the flow of traffic during key moments of the Service of Remembrance (Further discussion on potential volunteers would take place at the next meeting, Clerk to diary) 	<p>RC/M F</p> <p>Clerk</p>
<p>b)</p>	<p><u>Coronation Gardens – Interpretation Board</u></p> <p>Members were reminded that, after the previous confusion regarding the preferred size of the interpretation board, the frame had been donated to the VHMC. Members had previously agreed to reassess the size of a new frame to be purchased, ideally using a piece of wood or card as a template for the possible sizes available for purchase. After some discussion, it was agreed that Cllr Chew would prepare an appropriate template and bring it to the Remembrance Sunday service on 13 November, so that parish councillors could meet on site after the ceremony and establish a way forward.</p> <p>The size of templates to be prepared by Cllr Chew were A1 (594 × 841 millimetres or 23.39 × 33.11 inches) and A2 (420 x 594 millimetres or 16.53 x 23.38 inches).</p> <p>Resolved Clerk to diary a reminder at the next meeting Cllr Chew to prepare templates as appropriate</p>	<p>Clerk RC</p>

15.	<p>Lengthsman</p> <p>a) <u>Work undertaken since the last meeting:</u></p> <p>Whilst little recent activity had taken place due to (i) conclusion of the Best Kept Village competition and (ii) the Lengthsman being on annual leave, he had now strimmed the majority of the grass verge in front of the white railings on Clitheroe Rd. This task would be completed once additional string for the strimmer had been acquired.</p> <p>b) <u>Leafblower</u></p> <p>The Clerk had now collected the leafblower from Bill Wood and (as agreed) would arrange for it to be serviced.</p>	
16.	<p>Banking arrangements</p> <p>At the August meeting, it had been agreed that the Chair and Vice-Chair would act as the nominated co-signatories to the Banking for Communities facility operated by NatWest; the Clerk was to make the necessary arrangements and report back. However, enquiries with NatWest had established that all nominated co-signatories must be listed on the banking mandate, and neither the Chair nor Vice-Chair was currently so listed. In addition, the names of a number of former parish councillors remained on the mandate, and the advice of the bank was that these should be removed at the earliest opportunity.</p> <p>It was agreed that the banking mandate would be amended so that:</p> <ul style="list-style-type: none"> • the Chair and Vice-Chair would be added; and • the names of persons no longer associated with the Parish Council would be removed. <p>Cllrs Best and Wood agreed that their names should remain on the mandate.</p> <p>Resolved Clerk to action above changes</p>	Clerk
17.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – no update • Parish Councils' Liaison Committee – next meeting to be held on 10 November, Cllr Chew to attend • Lancashire Association of Local Councils – no update 	

	<ul style="list-style-type: none"> • Hanson Cement Liaison Committee – next meeting to be held on 29 September 2022 at 1000, Chair and Cllr Horkin to attend • Lengthsman scheme – discussed in minute item 15 above. 	
18.	<p>Correspondence / requests received</p> <p>a) <u>Warm and Welcoming Buildings – LCC Notice of Motion</u></p> <p>Members noted that the County Council was compiling a list of publicly accessible buildings to be kept open so as to enable residents to keep warm and comfortable during the current energy crisis.</p> <p>b) <u>Chipping Community Energy</u></p> <p>Members noted that Chipping Parish Council had sent an open invitation for parish councillors to attend an Information Day on 29 September at its Village Hall; the topic was Chipping Community Energy, a community project working towards better energy provision for residents who remained off-grid to the supply of gas.</p> <p>Resolved Clerk to seek to attend when at Chapping Village Hall for the Road Safety briefing</p> <p>c) <u>Lancashire Parish and Town Council Conference – 12 November 2022</u></p> <p>Members noted that the next annual Lancashire Parish and Town Council Conference would take place on Saturday 12 November 2022 in The Exchange at County Hall, Preston beginning at 9.30am.</p> <p>d) <u>Online training event – LALC</u></p> <p>LALC had advised that, on 4 October (7-8.30pm), online training would be provided on the climate emergency (in the context of Neighbourhood planning and the Localism Act).</p>	Clerk
19.	<p>Any Other Business</p> <p>a) <u>Coronation Gardens</u></p> <p>Cllr Wood commented that, when previous coronations had been held, work had been carried out at the Coronation Gardens site. It was agreed that members would give thought to possible projects moving forward.</p>	
	<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council is due to be held on at 7.30pm.</p>	

The meeting closed at 9.01pm

Signed by:		
	Date: 26.10.22	Cllr A Bristol Chair <i>Andrew Bristol</i>