

**West Bradford Parish Council**

Clerk:

Andrew Glover  
24 Hillside Drive  
Clitheroe  
Lancs  
BB7 4TG

Tel: 01200 428547

Mobile: 07968 486729

Email: andy.glover24@hotmail.co.uk

**Minutes of the meeting of West Bradford Parish Council held on **Wednesday 26 January 2022** at West Bradford Village Hall**

**The meeting was held in accordance with Covid restrictions applicable at the time.**

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
Apologies:	Cllr K Horkin (RVBC)
Members of the public present:	Mr A Marsden (Chair, Village Hall Management Committee)

1.	<b>Declarations of Pecuniary, Other Registrable and Non-Registrable Interests</b>  None received	
2.	<b>Minutes of the Last Meeting (24 November 2021):</b>  The minutes of the November 2021 meeting were signed by the Chair as a true and accurate record. (No meeting had been held in December 2021).  Proposed by: Cllr M Wood Seconded by: Cllr H Best  <b>Resolved</b> <b>It was agreed that the minutes of the November meeting would be posted on the Parish Council website</b>	Clerk

	<p><u>Matters arising:</u></p> <p>a) <u>Improved communications with Lancashire Constabulary</u></p> <p>The Clerk had received confirmation from Constable 3422 Scott Fairclough of the Rural Task Force (Ribble Valley) that he and/or colleagues would be willing to attend the meeting of the Parish Council to be held on 30 March 2022.</p> <p>b) <u>Water running from Eaves Hall Lane onto Grindleton Rd</u></p> <p>As requested, the Clerk had written to LCC to chase up progress with their investigation of the source of the water running down Eaves Hall Lane and onto Grindleton Rd. LCC had advised the Clerk that, after some difficulty, officers had identified the landowner in question and had made further efforts to contact them. In the meantime, Waddington Road, Grindleton Road, Chapel Lane and Clitheroe Road would all remain as priority gritting routes.</p> <p>c) <u>White railings – Clitheroe Rd</u></p> <p>Members were reminded that, in seeking to rectify damage to the railings on Clitheroe Rd, the Parish Council had written to LCC but had been advised that any damage was a matter for the landowner to address. However, further information had since come to light suggesting that the railings had in fact originally been erected by West Riding County Council, and that therefore responsibility for their maintenance now fell to LCC. After further correspondence, LCC had accepted that this was indeed the case. However, officers were not yet in a position to give a timescale within which the repair work would be undertaken.</p> <p>Members noted that, due to the efforts of the Parish Council, LCC had now accepted responsibility for the upkeep of both the riverside wall and the white railings, in marked contrast to its officers' originally-stated views.</p>	
3.	<p><b>Public questions, comments or representations:</b></p> <p>None</p>	
4.	<p><b>Update from Ward Councillor present:</b></p> <p>None</p>	
5.	<p><b>Bradford Bridge</b></p> <p>Cllr Wood referred to a recent incident (coincidentally witnessed by the Clerk) when a large articulated vehicle had caused traffic problems in the village when seeking to approach Bradford Bridge. The situation had been resolved by Bill Wood donning hi-vis and escorting the vehicle as it reversed along Grindleton Rd to Southfield Drive, from where it could safely head off towards Grindleton. Members thanked Bill for his efforts.</p>	

6.	<p><b>Haweswater Aqueduct Resilience Programme (HARP)</b></p> <p>No update, although it was noted that an agenda item on HARP was due to be considered at the Parish Council Liaison Meeting on 27 January (to be attended by Cllr Chew).</p> <p><b>Cllr Chew to update</b></p>	
7.	<p><b>Overview of financial position:</b></p> <p>a) <u>Monthly accounts – November 2021</u></p> <p>There having been no meeting in December, the Clerk submitted details of income and expenditure for the month of November 2021 for approval by the Parish Council and signing-off by the Chair.</p> <p><b>Resolved</b> <b>That the record for November 2021 as presented would be signed off</b></p> <p>b) <u>Monthly accounts – December 2021</u></p> <p>The Clerk submitted details of income and expenditure for the month of December 2021 for approval by the Parish Council and signing-off by the Chair.</p> <p><b>Resolved</b> <b>That the record for December 2021 as presented would be signed off</b></p> <p>c) <u>Budget – Q3</u></p> <p>The Clerk provided an update on Q3 of the Parish Council’s budget for 2021/22. Key points were:</p> <ul style="list-style-type: none"> <li>• once again, expenditure on the Clerk’s salary had exceeded that anticipated. This was once more due to the volume of work undertaken by the Clerk, with November / December imposing a particularly heavy workload. As an illustration of the extent to which the role now demanded greater input, the Clerk pointed out that minutes of the November 2021 meeting obliged him to carry out a total of 27 actions, when the number of actions in the Clerk’s first set of minutes in January 2017 had totalled only 8; and</li> <li>• additional (unanticipated) items of expenditure included the various tokens of appreciation for work carried out by residents on the Parish Council’s behalf, and given as Xmas presents.</li> </ul>	<p><b>Chair</b></p> <p><b>Chair</b></p>

<p>8.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p><b>Governance</b></p> <p>The Clerk advised that he had progressed a number of tasks subsequent to the November meeting:</p> <p><u>Revised Code of Conduct</u></p> <p>The Clerk presented for members' consideration a revised Code of Conduct based on the model adopted by Ribble Valley Borough Council. Key changes included:</p> <ul style="list-style-type: none"> <li>• reference to the newly-created criminal offence for non-disclosure of Disclosable Personal Interests; and</li> <li>• the need for member attendance on governance training as appropriate.</li> </ul> <p><b>Resolved</b>  <b>Members formally agreed to adoption of the revised Code of Conduct as presented</b>  <b>The revised Code would be revisited (along with other governance documentation) at the AGM in May of each year</b>  <b>The Clerk was asked to display the revised Code on the Parish Council website</b></p> <p><u>Declarations of Disclosable Personal Interests (DPIs)</u></p> <p>Prior to the meeting, the Clerk had circulated a DPI proforma with the agenda, which all members had been invited to complete. A number of completed forms were returned to the Clerk on the night.</p> <p>The Clerk undertook to arrange for the latest version of each declaration to be (i) retained in Parish Council records and (ii) a copy made available to officers at RVBC for display on their website.</p> <p><b>Resolved</b>  <b>Clerk to action</b></p> <p><u>Record of Other Registrable Personal Interests (ORIs)</u></p> <p>The Clerk had produced a partially-completed draft list of ORIs for members' consideration and comment. It was agreed that this draft was accurate and would be adopted.</p> <p><b>Resolved</b>  <b>The Clerk was asked to display the final version of the Record on the Parish Council website</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>9.</p>	<p><b>Planning applications considered</b></p> <p>The following application was considered:</p>	

	<p><u>Planning Application No: 3/2022/0011 - Marylebone Farm, Bowland Gate Lane, West Bradford BB7 4TL</u></p> <p>Details of this application (the proposed extension of an existing building and change to equine use, together with a hard standing area for sorting bales of hay) had been circulated to members on 18 January 2022 with a deadline for any consultation submission of 8 February 2022.</p> <p><b>Resolved</b> <b>No consultation response would be submitted</b></p>	
10.	<p><b>Lancashire Best Kept Village Competition (LBKVC) 2022 - Update</b></p> <p>In the 2021 competition, judges had identified a number of issues which fell to the Parish Council to resolve. These included:</p> <ul style="list-style-type: none"> <li>• “restorative work” required to seats at Coronation Gardens; and</li> <li>• attention required to parish notice boards – bottom edges to be repainted (a concern previously expressed by Cllr Wood).</li> </ul> <p>At the November meeting, Cllr Chew had indicated that she hoped to find a volunteer who would carry out the above repairs, on condition that the Parish Council would fund the purchase of the necessary materials. Such work would best be undertaken in Spring 2022. Cllr Chew confirmed that she was still seeking to progress this matter, and she was confident that the work would be carried out.</p>	
11	<p><b>Concerns over speeding traffic in the village</b></p> <p>The Clerk reported on a number of aspects relating to this issue:</p> <p>a) <u>Meeting with Deputy Police and Crime Commissioner</u></p> <p>Following ongoing concerns about the dangers caused by speeding vehicles on Grindleton Rd, the Clerk had - as requested - contacted the Office for the Police and Crime Commissioner for Lancashire (OPCC). As a result, a meeting had been arranged with the Deputy Police and Crime Commissioner (Andy Pratt MBE, also the newly appointed chair of the Lancashire Road Safety Partnership) at the Village Hall on Monday 29 November. The meeting was attended by the Chair of the Parish Council; the Clerk; and Dr Jim Leeming, a resident who had complained to the Parish Council about this matter in July 2021.</p> <p>The meeting was felt to be extremely constructive, with Mr Pratt listening carefully to the community concerns and making the following suggestions for next steps:</p> <ul style="list-style-type: none"> <li>• the Parish Council acknowledged that it lacked any data to underpin its concerns about the level of speeding. To rectify this, the OPCC would arrange for a fellow parish council (Altham) to hire out a Speed Indicator Device (SpID) for data-gathering purposes;</li> <li>• the OPCC would look to provide a radar gun for community use. In order to meet Health and Safety requirements, this would be accompanied by</li> </ul>	

the provision of training and ideally the presence of a uniformed officer when deployed;

- it was envisaged that, should the radar gun indicate a vehicle to be speeding, officers could safely pull that vehicle into the Village Hall car park for an intervention to be made;
- it was recognised that involving schoolchildren in counter-speeding exercises was a powerful way to express the community's disapproval. As such, Mr Pratt offered to make contact with Bowland School and seek their involvement in a future roadside exercise;
- an offer for the provision of LED roadside signage with counter-speeding messages was made; and
- the possibility of installing a rumble strip on the Grindleton side of the Village Hall was discussed.

Other general topics considered at the meeting included (i) the impact on sight lines of overhanging branches and (ii) the risk to traffic flow posed by poorly-parked vehicles on Chapel Lane.

After the meeting, the Clerk had sent to Mr Pratt a summary of the matters discussed for his further consideration / action.

#### **Resolved**

**Members noted the Clerk's report, and expressed their hope that the newly-forged relationship with Mr Pratt could be continued over the coming months**

#### b) Hiring of SpID from Altham Parish Council

Subsequent to the above, on 1 December, the Clerk had entered into dialogue with the Chair of Altham Parish Council (Mr Rennie Pinder). Initial dialogue had suggested that 2 SpIDs would be erected in the village, one facing each direction of traffic flow. These were to be left in situ for 5 days before being removed, with the data gathered by the SpIDs ideally being made available for the January meeting of the Parish Council. The quoted cost for all the above was £160.

After members had discussed the proposal by email, agreement was reached with Altham Parish Council that the SpIDs would be erected on 10 January 2022, thereby allowing them to be operational during school term-time. However, when the meeting took place on 10 January, the Clerk had been informed that only one SpID was then available; this was displayed facing east on Grindleton Rd in order to capture the speed of traffic entering the village. This SpID had remained in situ until removed by Altham PC on 23 January.

A photograph of the SpID (also featuring the Clerk and the Deputy Police and Crime Commissioner) was subsequently displayed on the websites of the Parish Council and OPCC.

On 17 January, a second SpID had been erected so as to face a westerly direction towards Waddington. This SpID was left in situ until 24 January.

Unfortunately, at the time of the meeting the results of the data-gathering exercise had not yet been made available to the Clerk as previously agreed,

	<p>although he had been made aware of some preliminary results and these were verbally presented to members.</p> <p><b>Resolved</b>  <b>Clerk to present a full analysis of the data gathered by the SpIDs at the next meeting of the Parish Council</b></p>	Clerk
c)	<p><u>Involvement of Bowland High School in any counter-speeding initiative</u></p> <p>At the meeting on 10 December, Mr Pratt had informed the Clerk that he would aim to arrange a meeting at Bowland School in order to progress this initiative, which would involve school pupils operating a “speed gun” exercise on traffic passing the Village Hall and themselves reprimanding the drivers of any speeding vehicles. The Clerk understood that Mr Pratt attended a meeting at Bowland School on 10 January 2022, although no further update had yet been received.</p> <p><b>Resolved</b>  <b>Clerk to seek an update on progress once the SpID data had been received and analysed</b></p>	Clerk
12	<p><b>Operation London Bridge</b></p> <p>The Clerk reported that he had now secured a Book of Condolence (at a cost of £29.95) for use on the death of the monarch. In order to ensure its availability for display at short notice in St Catherine’s Church, it was agreed that the Book of Condolence should be handed to Revd Wood.</p> <p><b>Resolved</b>  <b>Clerk to provide Cllr Chew with the Book of Condolence for forwarding on to Revd Wood</b></p> <p>In the absence of any clear guidance from LCC or national government on how to proceed in the event of the death of the monarch, the Clerk also raised a number of issues associated with Operation London Bridge:</p> <p>a) <u>Parish Council website – landing page</u></p> <p>The Clerk advised that, from his research on the preparations being made by other parish councils across the country, it was possible that parish councils would be asked to add a mourning “landing page” to their website.</p> <p>Given the Clerk’s lack of technical knowledge to facilitate this, and the likelihood that any such landing page would need to be set up at short notice, it was agreed that an approach should be made to Jon Pendril for assistance.</p> <p><b>Resolved</b>  <b>Clerk to approach Jon Pendril</b></p>	Clerk / RC
		Clerk

b)	<p><u>Other Protocols</u></p> <p>The Clerk’s research had suggested that the Parish Council may be required to undertake a significant number of activities at relatively short notice. However, several of these would fall within the gift of the Parish Council to implement without any significant external support, and included:</p> <ul style="list-style-type: none"> <li>• raising / lowering of the flag at the Coronation Gardens to half-mast as appropriate;</li> <li>• Book of Condolence to be displayed with portrait in St Catherine’s Church;</li> <li>• quote from Chair (in line with any national guidance) to be placed on Parish Council website and notice boards;</li> <li>• Parish Council to go into “mourning mode”;</li> <li>• male members / officers of the Parish Council to wear black ties when on official business;</li> <li>• marking with a Silence (as prescribed); and</li> <li>• letter of condolence to be drafted and sent to Royal Family (again in line with national guidance).</li> </ul> <p><b>Resolved</b>  <b>Members noted and agreed to maintain a watching brief pending further guidance from national / regional bodies</b></p>	
13	<p><b>Action Plan 2021 / New Draft Action Plan 2022</b></p> <p>Members were invited to sign off the Action Plan 2021 and consider items for inclusion in a draft Action Plan for 2022.</p> <p><b>Resolved</b>  <b>Action Plan 2021 was to be signed off</b>  <b>Clerk to draft a new action plan for 2022</b></p> <p>Ongoing actions for consideration included:</p> <p>a) <u>Interpretation Board</u></p> <p>The Clerk confirmed that he had ordered the frame for the Interpretation Board from the Notice Board Company (UK) Ltd of Warwick, at a total cost of £774.98. However, of this sum £129.16 is VAT which would be recouped.</p> <p>The frame had been scheduled for delivery on 28 January. Once received, the Clerk would approach Borough Printing of Clitheroe with regard to printing of the design compiled by Mr and Mrs Wilson.</p> <p><b>Resolved</b>  <b>Clerk to pursue</b></p>	<p>Clerk</p> <p>Clerk</p>



b)	<p><u>Xmas tree / lights</u></p> <p>On 8 January 2022, in very poor weather, the Chair and his son had taken down the Xmas tree and lights. This year's tree (provided by Hanson Cement) had been widely considered a success.</p> <p><b>Resolved</b>  <b>Members thanked the Chair and his son for removal and disposal of the tree</b></p>	
c)	<p><u>Queen's Platinum Jubilee 2022</u></p> <p>Mr A Marsden (Chair of the Village Hall Management Committee) had been invited to attend for this agenda item.</p> <p>Following the discussion on the Jubilee at the November meeting, members noted that the Parish Council had applied for (and received) a grant of £500 from RVBC. In addition, members considered guidance / suggestions for the event which had been made by Pageantmaster Bruno Peek – these included:</p> <ul style="list-style-type: none"> <li>• beacons to be lit at 9.45pm on 2 June;</li> <li>• prior to lighting, a bugler or cornet player should be available to play the unique Bugle Call – “Majesty” at 9.40pm;</li> <li>• parish councils were encouraged to source a choir from a local church, school, community, Salvation Amy etc, in order to sing the specially-written Song for the Commonwealth as the beacon is being lit; and</li> <li>• to assist with the sustainability of the planet, where possible and practical, parish councils were encouraged to plant a circle of seven trees after the event at a location of their choice, with each tree representing a decade in the Queen's seventy-year reign.</li> </ul> <p>After a lengthy and positive discussion on local activities, the following draft timetable was agreed:</p> <p style="padding-left: 40px;">Thursday 2 June – beacon to be held at the Village Hall. <b>Cllr Fox to explore prospects for a firework display to follow it (£1k budget)</b></p> <p style="padding-left: 40px;">Friday 3 June – competition along a 1952 theme for the “best-dressed” house in the village. (Possible judge – Cllr Horkin if available, <b>Clerk to establish</b>)</p> <p style="padding-left: 40px;">Saturday 4 June – St Catherine's Church to lead on an activity of their choice. <b>Cllr Chew to liaise</b></p> <p style="padding-left: 40px;">Sunday 5 June – afternoon tea party to be held at the Village Hall, with entertainment provided.</p> <p>Other areas of consensus included:</p> <ul style="list-style-type: none"> <li>• the 7 trees (preferably oak) could be planted on the Village Hall field, in proximity to and in view of the exercise track currently under construction;</li> </ul>	<p>MF</p> <p>Clerk</p> <p>RC</p>

	<ul style="list-style-type: none"> <li>• an engraved plaque could be erected to confirm that the trees were planted in commemoration of the Platinum Jubilee. (A similar plaque could also be acquired to mark the two trees planted for a previous Jubilee);</li> <li>• it would be preferable for the Parish Council to light a beacon rather than a bonfire, and for this to be of the wood-burning (rather than gas-burning) variety (with instructions for the construction to be found on the Bruno Peek website). Cllr Chew agreed to <b>approach Mr Duck of Throstle Bank for a quote on the potential cost;</b> and</li> <li>• it would be premature for a meeting to be held with residents at this stage. Instead, the Parish Council, Village Hall Management Committee and representatives of St Catherine’s Church would be invited to attend a special meeting at 7.30pm on 16 February at the Village Hall.</li> </ul> <p><b>Resolved</b>  <b>In addition to the individual actions set out above, the Clerk would draft a summary / action plan of the activities agreed to date for further discussion at the meeting on 16 February</b>  <b>This summary was to be provided to A Marsden prior to the next meeting of the Village Hall Management Committee on 9 February.</b></p>	<p>RC</p> <p>Clerk</p> <p>Clerk</p>
<p>14</p>	<p><b>Lengthsman</b></p> <p>Following his offer to act as Lengthsman, the Clerk presented a full report setting out the implications of such an appointment for both the Clerk and the Parish Council. The main aspects are summarised below:</p> <p>a) <u>Draft Schedule of Work</u></p> <p>The Clerk had met with Bill Wood and had subsequently compiled a draft Schedule of Work; the document was intended to provide greater clarity / transparency over the nature, frequency and timing of tasks to be carried out.</p> <p><b>Resolved</b>  <b>Members agreed to adopt the draft Schedule of Work as a summary of tasks any new Lengthsman would be expected to undertake</b></p> <p>b) <u>Contractual terms</u></p> <p>The Clerk pointed out that the standard contract currently expected to be signed by a (self-employed) Lengthsman contained the following terms:</p> <ol style="list-style-type: none"> <li>4. The Contractor shall work as a self-employed agent and not as an employee of West Bradford Parish Council.</li> <li>7. The Contractor shall maintain his/her own insurance policy cover for public liability and damage to property (as defined in Appendix 2) and produce, when requested, the policy and/or evidence of payment of the premium.</li> </ol> <p>Both of these terms posed a difficulty for the Clerk, who – if appointed as Lengthsman – would wish to operate as an employee of the Parish Council (in the</p>	

same way he does in his role as Clerk) and to be covered by the Parish Council's policy of insurance.

In addition, an appendix to the current contract required the Lengthsman to indemnify Lancashire County Council against certain demands and liabilities. Again, this would pose difficulty for the Clerk, who would want this wording to be amended so that the indemnity to LCC was provided by the employing body (West Bradford Parish Council).

**Resolved**

**Members agreed that – in the event the Clerk were to take up the role as Lengthsman – the terms of the contract of employment (including its appendix) should be amended in the aspects set out above**

c) West Bradford Parish Council – insurance cover

The Clerk reported that he had revisited the Parish Council's current policy of insurance with Zurich (no YLL-2720447153) and concluded that, in the event that the Clerk took up the role as Lengthsman, the following would apply:

- the Parish Council would be required to:
  - (i) keep written risk assessments for key activities; and
  - (ii) keep written records of staff training (eg manual handling);
- Public Liability cover was provided up to £12 million;
- Employer's Liability cover was provided up to £10 million; and
- Personal Accident cover for employees was provided up to £100,000.

Currently, no risk assessment for the work of the Lengthsman, or records of staff training, were maintained.

The Clerk had sought clarification from Zurich as to whether the insurers would require a Lengthsman to possess the PA1 and PA6 qualifications regarding herbicides, but no response had yet been received.

The Chair indicated that he held the PA1 and PA6 qualifications and would be willing to supervise the Clerk as Lengthsman if this were considered appropriate.

**Resolved**

**Members agreed that, should the Clerk take up the role as Lengthsman, a programme of risk assessment / retention of records of staff training should be implemented**

**Members asked the Clerk to continue to explore whether the PA1 and PA6 qualifications were required by him, or whether an alternative approach (subjecting him to the supervision of a person who did hold the qualifications) would be appropriate**

Clerk

Clerk

d) Equipment / support provided by RVBC

On the advice of Bill Wood, the Clerk had approached RVBC for guidance on what equipment or other support could be provided. Members were disappointed to

	<p>learn that the Clerk had subsequently been advised that – other than bags and litter pickers – no other support was available.</p> <p>e) <u>Required expenditure on other items</u></p> <p>The Clerk presented a list of expenditure which would be required if it were decided to appoint the Clerk into the additional role of Lengthsman. Members agreed that – given the Clerk’s wish initially to undertake the role on a trial basis for one year only – the full expenditure (over £1k) set out in the list would be excessive. Members therefore discussed a number of options to reduce this expenditure, including:</p> <ul style="list-style-type: none"> <li>• dispensing herbicides under the supervision of an existing holder of the relevant qualifications (as in minute item 14c above);</li> <li>• using domestic strimmers in the first instance, rather than spending almost £500 on a commercial one. (Cllr Fox confirmed that he may have a spare strimmer which the Clerk could borrow if required); and</li> <li>• the Chair agreed to explore whether hiring or purchasing a second-hand strimmer would be feasible.</li> </ul> <p><b>Resolved</b> <b>Chair to explore</b></p>	<p><b>Chair</b></p>
<p>15</p>	<p><b>Village Hall – proposed exercise track</b></p> <p>(NB – Cllrs Fox and Wood declared an Other Registrable Interest)</p> <p>At the November meeting, members had deferred consideration of the matter raised by Cllr Chew, namely whether it would be appropriate for the Parish Council to make a financial contribution to the cost of the exercise track. After some discussion, it was agreed that a contribution of £500 would be made.</p> <p>The Chair of the Village Hall Management Committee thanked members for their donation.</p> <p><b>Resolved</b> <b>Clerk to arrange payment</b></p>	<p><b>Clerk</b></p>
<p>16</p>	<p><b>Banking arrangements</b></p> <p>The Clerk had previously expressed concern at the limited number (two) of authorised signatories to the Parish Council’s bank account. As a result, he had been asked to present to this meeting a range of options to resolve this issue. The Clerk presented a detailed report with a number of possible next steps for members to consider. Members then concluded that:</p> <ul style="list-style-type: none"> <li>• a move to online banking would be appropriate, as this would allow the Clerk to pay third parties by BACS transfer;</li> <li>• in the interests of security, the access pin code provided to the Clerk should not be divulged to any other party; and</li> </ul>	

- the Clerk should continue to pay his salary by cheque signed by at least one other authorised signatory.

In order for the Clerk to make online payments, it would be necessary for him to become an authorised signatory to the account. Members agreed that this was appropriate and – as required by NatWest - formally adopted the following text in support of this:

This Authority must be passed at a Meeting of the relevant management committee of the Business / Organisation listed in Section 1.3 of this account mandate form (the “Customer”):

It was resolved that a banking relationship will be maintained with National Westminster Bank Plc (the Bank) in accordance with this mandate and that:

- the individuals identified as Authorised Signatories may, in accordance with the Signing Rules:
  - sign cheques and give instructions for Standing Orders, Direct Debits, electronic payments, banker’s drafts and other
  - payments on the accounts even if it causes an account to be overdrawn or exceed any limit
  - sign, accept or endorse bills of exchange.
  - request and give counter-indemnities for the issue of letters of credit or Guarantees (including bonds, indemnities and undertakings)
- Authorised Signatories identified in the Signing Rules for unlimited amounts may, in accordance with the Signing Rules:
  - sign agreements for electronic products, including payment systems, and appoint or remove administrators and operators of those electronic products. The Business / Organisation authorises the administrators and operators to exercise the powers detailed in the terms of each electronic product. These powers may be extensive and include the power to make payments and access information on behalf of the Business / Organisation, and in the case of administrators, the power to appoint and remove other administrators (with the same powers) and operators
- any Authorised Signatory may give other instructions or requests for information to the Bank in relation to the accounts; opening accounts with the same Signing Rules and Authorised Signatories; closing accounts; or other banking services or products
- the Bank may accept instructions that do not have an original written signature provided the Bank is satisfied that the instruction is genuine. Acceptance will be subject to any other agreement the bank may require for those instructions

	<ul style="list-style-type: none"> <li>The mandate will continue until the Customer completes a new mandate / passes a new Authority advising the changes in authority on the account(s)</li> </ul> <p><b>Resolved</b>  <b>Clerk to contact NatWest and arrange to become an authorised signatory</b>  <b>The Authorisation which NatWest required members to endorse would be approved</b>  <b>Clerk to arrange for the Parish Council to move to online banking with NatWest</b></p>	Clerk Clerk
17	<p><b>Littering</b></p> <p>The Clerk had been contacted by a local resident who had been collecting litter around the village on a voluntarily basis; a record of her findings had been set out in a blog, showing a considerable of litter collected along Waddington Rd.</p> <p>Members noted the findings, and thanked the resident for her input as well as her work in voluntarily collecting litter.</p>	
18	<p><b>Reports from sub-committees / other meetings attended</b></p> <ul style="list-style-type: none"> <li>Playing Field / Village Hall – the Chair of the Management Committee pointed out that the installation of the new exercise track would impact upon the mowing of the playing fields carried out by RVBC. (It was however still possible for the contractors to mow the grass in the inner / central area bounded by the track, using the current access to the site).</li> </ul> <p><b>Resolved</b>  <b>Clerk to advise RVBC Grounds Maintenance of the installation of the track</b></p> <ul style="list-style-type: none"> <li>Parish Councils’ Liaison Committee – 27 January 2022 (Cllr Chew to attend)</li> <li>Lancashire Association of Local Councils – no update</li> <li>Hanson Cement Liaison Committee – next meeting 24 March 2022. It was agreed that the Chair would attend on this occasion in place of Cllr Wood</li> <li>Lengthsman scheme – discussed in minute item 14 above.</li> </ul>	Clerk RC Chair
19	<p><b>Correspondence / requests received</b></p> <p>a) <u>Request for allotments</u></p> <p>The Clerk had received a request from a local resident for the possible provision of allotments in the village. Members were sympathetic to the request but recalled that they had previously sought to provide allotments without success due to the shortage of suitable land in the village.</p>	

	<p><b>Resolved</b> <b>Clerk to advise complainant</b></p> <p>b) <u>Lancashire County Council - Budget Consultation</u></p> <p>The Clerk had previously circulated to members details of the consultation carried out by LCC on its budget for 2022/23.</p> <p>Members noted the information provided.</p> <p>c) <u>School “keep clear” areas – Waddington and West Bradford School</u></p> <p>The Clerk had previously circulated an email from County Cllr Mirfin seeking the opinion of parish councils on attempts to give LCC greater enforcement powers on school zig zags (“keep clear areas”). This proposal appeared to include “keep clear” areas at Waddington and West Bradford Primary School, which – although located outside the parish – was attended by many families from West Bradford.</p> <p>Members accepted the importance of keeping the zig zag areas free of parked cars at times when schoolchildren were dropped off or collected. However, with regard to Waddington and West Bradford Primary School, it was felt that the greater problem was the overall volume of traffic which obliged vehicles to park for a considerable distance along what was a narrow and congested stretch of West Bradford Rd.</p>	Clerk
20	<p><b>Any Other Business</b></p> <p>a) <u>Leaflet</u></p> <p>Cllr Best raised concerns about a leaflet in the name of nextdoor.co.uk which had been distributed in the village. It was agreed that the leaflet did not provide any services of value and was best ignored.</p> <p>b) <u>Footpath – junction of Eaves Hall Lane and Waddington Rd</u></p> <p>Cllr Fox had received complaints about excessive mud on the footpath (caused by a vehicle driving onto the adjacent banking), which was forcing pedestrians to walk in the road on a dangerous bend.</p> <p><b>Resolved</b> <b>Clerk to inspect / report as appropriate</b></p> <p>c) <u>Broken footpath sign – Clitheroe Rd</u></p> <p>Cllr Fox reported that the footpath sign near to Mr and Mrs Roberts’ house on Clitheroe Rd remained unrepaired, despite previously having been reported to LCC.</p> <p><b>Resolved</b> <b>Clerk to report once more</b></p>	Clerk
		Clerk

d)	<p><u>Dyke – Grindleton Rd</u></p> <p>Cllr Fox reported that the dyke opposite the Village Hall remained silted up, despite having been previously reported to LCC.</p> <p><b>Resolved</b>  <b>Clerk to report once more</b></p>	Clerk
	<p><b>Date / time of next meeting:</b></p> <p>The next scheduled meeting of West Bradford Parish Council is due to be held on <b>23 February 2022</b> at 7.30pm.</p>	

**The meeting closed at 9.03pm**

Signed by:		
	Date: 23.2.22	Cllr A Bristol Chair <i>Andrew</i> 