

West Bradford Parish Council

Clerk:

Andrew Glover

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Minutes of the meeting of West Bradford Parish Council held on Tuesday 29 November 2022* at West Bradford Village Hall

*The date of this meeting had been changed from the expected one of 30 November 2022 at the prior request of the Chair

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr R Chew (Vice Chair) Parish Cllr H Best Parish Cllr M Fox
Apologies:	Parish Cllr M Wood Cllr K Horkin MBE (RVBC)
Members of the public present:	None

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes of the Last Meeting (26 October 2022): The minutes of the October 2022 meeting were signed by the Chair as a true and accurate record. Proposed by: Cllr M Fox Seconded by: Cllr A Bristol Resolved It was agreed that the minutes of the 26 October 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>Following an intervention by Cllr Fox, a contractor had now carried out repairs to the 2 kissing gates as well as to the PROW sign on Clitheroe Rd. The cost for this work had been £350.</p> <p>It was agreed that the laying of rubble at the base of the Straitgate kissing gate would help to prevent the wooden post from rotting in future, which Cllr Fox agreed to undertake as circumstances permitted.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • thank Cllr Fox for his efforts in arranging the contractor and agreeing to undertake the laying of rubble; and • ask the Clerk to update LCC on the above work, the cost of which had been met by grant funding. <p>b) <u>Donation to Senior Citizens' Xmas Party</u></p> <p>As agreed, the Clerk had provided the Chair of the Village Hall Management Committee with a donation of £300. The Chair of the VHMC had asked for his sincere thanks to be passed on to members for this very welcome gesture.</p> <p>c) <u>Water running down highway – junction of Eaves Hall Lane and Waddington Rd</u></p> <p>At the October meeting, Cllr Fox had reported that this long-running problem (first reported to LCC in July 2021) had not yet been resolved and was likely to pose a road traffic hazard when worsening winter weather came in. As a result, the Clerk had again reported the matter to the Highways District Partnership Officer (copying in County Cllr Mirfin).</p> <p>Cllr Mirfin had subsequently provided the Clerk with a written response from Cllr Charlie Edwards, LCC Portfolio Holder for Highways and Transport. The letter confirmed that LCC had attempted to engage with the landowner on this issue, but without success. Consequently, LCC would seek to improve the situation by installing an additional gully, as well as making other drainage improvements. It was anticipated that the work would be carried out in a matter of weeks.</p> <p>Resolved Members noted the proposed solution and agreed to monitor future progress</p> <p>During the discussion, it was agreed that the above problem was exacerbated by the large number of blocked gullies on Eaves Hall Lane.</p> <p>Resolved Clerk to send photos to Lancashire County Council and ask for the gullies to be cleaned</p>	<p>Clerk</p> <p>Clerk</p>
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d)	<p><u>Footpath impeded</u></p> <p>Members had raised concerns over a private vehicle which had been under repair for over a month. One of its wheels had been removed and throughout this period it had been obstructing the public footpath adjacent to the owner's property. The Clerk had engaged with LCC Highways on 2 occasions, and had ultimately been advised that (in the absence of any contravention of parking restrictions) the matter should be reported to the police. However, from mid-November the car had been removed from the pavement and was no longer causing concern.</p>	
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>None</p>	
5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>At recent meetings, members had discussed the lack of response to the Parish Council's attempts to recoup the cost of the Clerk's services when covering the special meeting held on 29 June. As a result, and in seeking to resolve the matter, at the August meeting Cllr Horkin had offered to raise the issue with County Cllr Mirfin. However, no further progress appeared to have been made.</p> <p>As a result, it was agreed to escalate the matter to a senior level in Lancashire County Council, with the Clerk being asked to approach the Leader of the Council.</p> <p>Resolved Clerk to pursue</p>	Clerk
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – October 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of October 2022 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for October 2022 as presented would be signed off</p> <p>b) <u>Precept 2023/24</u></p> <p>The Parish Council had been asked to officially confirm its requested precept to RVBC by Friday 23 December. In order to encourage discussion, the Clerk had</p>	

prepared a document outlining options available to members in setting the 2022/23 precept. These included a range of increases from 0% to 5%.

Members took into consideration that the current national financial situation was exceptionally gloomy, with the Financial Statement on 17 November setting out the government's intention to raise taxes and lower public spending. In addition, the rate of inflation (as calculated under the Consumer Price Index) had risen by 9.6% in the 12 months to October 2022.

After lengthy deliberation, it was agreed that – in order to ensure the Parish Council could meet its commitments for 2023/24 (including the funding of celebrations to mark the coronation of King Charles III) - a rise in the precept of 5% would be appropriate. Whilst reluctant to add to the financial burdens of residents at a difficult economic time, members noted that a 5% increase would result in payments rising by only £0.85 for each of the 379 Band D households in the parish.

Resolved

Members agreed to:

- raise the precept for 2023/24 by 5%, from £7677 to £8061 (an increase of £384);
- authorise the Chair and Clerk to sign the documentation provided by RVBC accordingly;
- ask the Clerk to forward the completed documentation to RVBC by the stated deadline of Friday 23 December 2022; and
- ask the Clerk to place information on the Parish Council website which would update local residents on the proposed increase and explain its rationale.

Chair,
Clerk
Clerk

c) Clerk's Pay Award 2022/23

The Clerk had been advised by the National Association of Local Councils that the National Joint Council for local government services had indicated that pay for all local government employees would rise from 1 April 2022. This one-year deal provided an increase of between 4.04% and 10.5%, on a sliding scale with the greatest benefit going to the lowest paid.

From 1 April 2022 (as approved by members at their meeting in February 2022), the Clerk had been paid at SCP 18 and as a result of the pay award this amount had now by £1.19 per hour.

Since April 2022 the Clerk had worked a total of 175.07 hours, which - at an increase of £1.19 per hour - totalled £208.33 in backpay before tax.

The Clerk offered to leave the room while members considered the issue.

Resolved

Members agreed to:

- award the amount of £208.33 in back pay to the Clerk; and
- increase his ongoing remuneration for SCP 18 from 1 November 2022 by £1.19 per hour, in accordance with the nationally-agreed pay settlement

Clerk
Clerk

d)	<p><u>Clerk's pension arrangements</u></p> <p>The Parish council had received a letter from the Pensions Regulator reminding the Council of its obligations to:</p> <ul style="list-style-type: none"> i) put certain staff into a workplace pension scheme; ii) contribute to that pension; and iii) submit a redeclaration of compliance. <p>However, members noted that the Parish Council was not obliged to enter a member of staff into a pension scheme if that employee earned less than £10,000pa, as was the case with the Clerk – who in addition had indicated his wish not to receive a pension from his employer.</p> <p>Irrespective of the Clerk's position, it appeared that the Parish Council was still obliged to complete and submit a re-declaration of compliance prior to 10 July 2023 (even if only to confirm that no pension was required).</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • note the Clerk's wishes not to receive a pension from the Parish Council; and • authorise the Clerk to complete and submit a declaration of compliance confirming that his salary is below £10k pa and therefore auto-enrolment did not apply 	Clerk
8.	<p>Governance</p> <p><u>External Audit 2021/22</u></p> <p>a) <u>Update - retrospective approval: Certificate of Exemption</u></p> <p>The Clerk had written to the internal auditor, advising her of the outcome of the external audit process (including the certificate of exemption which had been applied for once her role had ended) and thanking her for her support throughout.</p> <p>Members were pleased to note that the internal auditor had indicated her willingness to once again act for the Parish Council during the audit process due to commence in Spring 2023.</p> <p>b) <u>Parish Council elections 2023</u></p> <p>Following her recent attendance at the Parish Council Liaison Committee, Cllr Chew had reminded members that parish councils must hold elections for all of their councillors every four years; the next elections were due to be held on Thursday 4 May 2023 (the same day as other local government elections and 2 days before the king's coronation). The counting of votes cast in parish council elections was due to take place on 9 May.</p>	

The Clerk envisaged that, as in previous years, an explanatory email would be circulated by RVBC in March 2023. However, in advance of this email, it was assumed that each candidate would be required to submit:

- a nomination form (countersigned by two registered electors);
- a home address form; and
- a members's consent to nomination.

It was understood that these completed documents would need to be returned to the Monitoring Officer by the 19th working day before the poll (ie early April 2023).

Should there be more candidates than seats, a poll would be required. However, on the event that the number of validly-nominated candidates was less than or equal to the number of seats to be filled, those candidates would be declared as elected and no poll would be required. Assuming that the Parish Council remained quorate, the elected councillors could then co-opt councillors to fill the remaining seats.

All members present indicated their current intention to submit their nominations for election.

In addition, Cllr Fox had – prior to the meeting - indicated that he may be unavailable for the months prior to (and potentially coinciding with) the deadline for submission of forms. As a result, and with Cllr Fox's agreement, the Clerk had approached RVBC for guidance on the way forward.

Resolved

Cllr Fox would complete the forms obtained by the Clerk prior to his departure and hand them to the Clerk before he goes away, leaving the elector numbers blank until the new register is published in December.

Should the Clerk then discover that the completed forms were not acceptable in some way, he would contact Cllr Fox by email with regard to a way forward being agreed.

Clerk

9. **Planning applications considered**

a) Planning Application No: 3/2022/1033 - 24 Westfield Drive, West Bradford BB7 4TF

Details of this proposal had been circulated to members on 14 November, with a deadline for response of 5 December. Cllr Best had responded, expressing no concern at the proposal. Members had observed that work had already commenced prior to any determination by the Local Planning Authority, but noted that this was at the applicant's risk.

b) Motion to exclude the Press and Public

That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A of

	<p>the Act: namely “information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.” This motion was not considered as no members of the public were present.</p> <p>Members debated the above issue <i>in camera</i>.</p> <p>Resolved Clerk to explore with RVBC Planning Enforcement whether any breach of planning consent had taken place</p> <p>c) <u>List of contested applications</u></p> <p>As requested, the Clerk had compiled a list of contested applications which would be submitted to members on a regular basis for their consideration. The purpose of the list was to assist members in keeping track of contested applications, and to have more clarity around the subsequent determinations made by RVBC / Planning Inspectorate.</p> <p>Members felt that the list of contested application provided valuable information which assisted them in their deliberations, and it was agreed that the Clerk would continue to present an updated list at future meetings.</p>	Clerk
10.	<p>Lancashire Best Kept Village Competition (LBKVC) 2022</p> <p>a) <u>Feedback from the competition</u></p> <p>The Clerk had received 3 sets of feedback from the event organisers, which had been circulated to members for their consideration. Much of the feedback had been very positive from the Parish Council’s perspective, with members pleased to note that:</p> <p style="padding-left: 40px;">“There were no specific areas for improvement and the village is a credit to its residents and the community spirit was tangible”.</p> <p>However, the Clerk had carried out an analysis of the feedback and identified the following learning points:</p> <ul style="list-style-type: none"> • painting of benches at the war memorial and Old Hall needed to be carried out (this had subsequently been undertaken by Cllr Chew); • “War memorial very tidy if a little bland. Quite a lot of weeds in the housing area”; • “bland” planting at the war memorial site; and • “Post box needs painting” <p>Although members disputed some of the comments (in particular that planting at the war memorial site was “bland”), the main focus of discussion was around the post box. Members were disappointed that the village had been penalised for the condition of a public facility which was not under their control, and asked the Clerk to express this concern to the event organisers. It was also agreed that the Clerk</p>	


	<p>would ask Royal Mail to repaint the post box, a task which Royal Mail would ordinarily undertake every 5 years.</p> <p>Resolved Clerk to pass on members' disappointment with the comments regarding the post box to the event organisers Clerk to ask for the post box to be repainted</p> <p>Members felt that the village's success (being runner-up in the Champion Village category) was worthy of marking by erection of a plaque, and asked the Clerk to approach the event organisers to establish whether one could be purchased for public display in the village.</p> <p>Resolved Clerk to pursue</p> <p>The Clerk reported that he had now sent the relevant individual feedback to each of the participants in the Outstanding Features category, and thanked them for their continued participation in the event. The Clerk had also obtained a copy of the official photo taken at the presentation event, and displayed this on the Parish Council website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>b)</p>	<p><u>Proposed replacement of Notice Boards</u></p> <p>The Clerk confirmed that he had formally placed the order for the purchase of a new notice board to replace the one currently standing on Grindleton Rd. The final cost of the purchase (including 12 magnets) would be £815.95, of which £135.99 could be recouped in VAT, making the net cost £679.96.</p>	
<p>c)</p>	<p><u>Re-painting of the Millennium Stone</u></p> <p>Members agreed with the Chair's suggestion that re-painting of the Millennium Stone was now required as the paintwork had become worn and faded. Furthermore, it was felt that the design on the face of the Stone was a little bland and would benefit from work to enhance it; this could take the form of an item of local significance being shown on the face, such as a depiction of Bradford Bridge with the River Ribble flowing beneath it. It was however unclear as to who could undertake this work, and members agreed to make a number of enquiries to identify a potential contractor.</p> <p>Resolved Clerk to contact Thos Rock Memorials in Clitheroe Chair to contact Brown Bros of Longridge, who quarried at Stoneyhurst ClIr Fox to contact Waddington Fell Quarry</p>	<p>Clerk Chair MF</p>

11.	<p>Boundary Commission – proposed changes to parliamentary constituency</p> <p>Cllr Chew had attended the Parish Council Liaison Committee meeting on 10 November, when members had been made aware that the Boundary Commission was currently revisiting the boundaries of parliamentary constituencies, with a view to ensuring that they contained a number of electors that is no smaller than 69,724 and no larger than 77,062.</p> <p>Under its latest proposals, the Boundary Commission would split the current Ribble Valley constituency into two, roughly along the line of the River Ribble. West Bradford and other villages north of the Ribble would be placed into the new constituency of Ribble Valley CC, with Clitheroe and areas south of the Ribble being taken into the new constituency of Pendle and Clitheroe CC.</p> <p>Consultation responses could be submitted via the Boundary Commission’s website up until 5 December.</p> <p>Information about the above had been circulated to local residents via inclusion on the Parish Council website as well as the village email and social media.</p> <p>Members discussed the issue at length, and concluded that they could not support the proposals to redraw the boundaries of the parliamentary constituency as drafted. It was considered that the cost of implementing what was essentially an administrative exercise was unjustifiable in the current climate, and would outweigh any benefits that may arise. It was also feared that the proposals were the “thin end of the wedge” which may lead to the re-design of local government structures and functions, changes which the Parish Council would strongly oppose.</p> <p>Resolved Clerk to draft and submit a response to the consultation process prior to the deadline of 5 December 2022</p>	Clerk
12.	<p>CCTV</p> <p>a) <u>Quote</u></p> <p>At the October meeting, the Clerk had reported that he had met with a representative of ITUS Security Systems (RVBC’s preferred partner for the supply of CCTV) and had since been awaiting receipt of a quote for the installation of 3 cameras in the village. The quote had now been received but, in the interests of clarity, the Clerk had engaged in further correspondence with the quote provider on a number of points. However, no response had been received.</p> <p>Members agreed to adopt a watching brief until the Borough Council’s position on collective purchases became clearer.</p> <p>b) <u>Catch up for interested authorities</u></p> <p>Members noted that Sarah Wells of RVBC had organised a “catch up” for those authorities participating in the CCTV scheme; this was fixed for 4pm on 7</p>	

	December at the Council Chambers. However, it was not considered necessary for the Clerk to attend.	
13.	<p>Draft Action Plan 2022</p> <p>Members considered the following matters in relation to the Action Plan for 2022:</p> <p>a) <u>Remembrance Sunday – reflections on event</u></p> <p>The annual Service of Remembrance had been held on 13 November 2022 at St Catherine’s Church, followed by a wreath-laying ceremony at the war memorial. Members in attendance considered this event to have been very successful, and thanked all those who had helped to support it on the day. Members were particularly grateful to a local resident who had provided a speaker system, and asked the Clerk to write and thank the resident for the support given.</p> <p>Resolved Clerk to write a letter of thanks</p> <p>b) <u>Coronation Gardens – Interpretation Board</u></p> <p>On 13 November, members had held a site meeting at the war memorial and agreed that an A1 (594 × 841 millimetres or 23.39 × 33.11 inches) interpretation board should be purchased. The Clerk had been exploring sources from where a suitable interpretation board could be purchased, and suggested that it may be advisable to take initial possession of the notice board (item 10b above) prior to making a decision. Should the notice board prove satisfactory, members could consider purchasing a matching interpretation board from the same supplier.</p> <p>Resolved Clerk to re-diary this item once the notice board had been received</p> <p>c) <u>Xmas tree / lights</u></p> <p>The Xmas tree had now been delivered, once again donated free of charge by Hanson Cement. It had now been erected by the Chair / Sam Wrathall.</p> <p>Resolved The Chair and Cllrs Chew / Best would convene at 1000 on Saturday 3 December in order to dress the tree Clerk to write to Hanson Cement and thank them for their support</p> <p>The issue of electricity supply to the tree lights (provided by a local resident) was discussed. It was agreed that – in order to reflect increased energy costs – the proposed recompense would rise by £10 to £50.</p> <p>Resolved Clerk to approach the resident and explore whether electricity would be provided at the proposed cost</p>	<p>Clerk</p> <p>Clerk</p> <p>Chair, RC, HB Clerk</p> <p>Clerk</p>

<p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p>	<p><u>Xmas Gifts</u></p> <p>In previous years, the Parish Council had purchased Xmas gifts to thank residents who may have supported them over the previous 12 months. These gifts had been provided for the following services:</p> <ul style="list-style-type: none"> • website support • management of the defibrillator • provision of the beacon, arranging the Xmas tree and providing electricity for lights <p>Resolved Clerk to purchase and distribute gifts for each of the above 3 residents to the value of £25 per gift</p> <p><u>Oak Trees</u></p> <p>The oak trees acquired for the recent Jubilee, and subsequently maintained by the Chair, were due to be planted in the Autumn. Cllr Fox (as a member of the Village Hall Management Committee, VHMC) confirmed that David Bristol would contact the Chair to discuss their re-planting.</p> <p><u>Lancashire Day – 27 November</u></p> <p>The flag had been raised and lowered by the Clerk.</p> <p><u>Coronation of King Charles III</u></p> <p>The coronation of King Charles III is due to take place on Saturday 6 May 2023, with a bank holiday on 8 May. The Clerk confirmed that he had now secured a booking for a firework display to take place on Sunday 7 May, commencing at 9.15pm (sunset being at 8.50pm). Cllr Fox reported that the VHMC was seeking to book the ukulele band for earlier that day, with celebrations to continue throughout.</p> <p>It was agreed that members would begin to finalise the details of the day's events in February 2023. These could again include a Best Dressed House competition.</p> <p>Resolved Clerk to diary</p>	<p>Clerk</p> <p>Clerk</p>
<p>14.</p> <p>a)</p>	<p>Lengthsman</p> <p><u>Work undertaken since the last meeting:</u></p> <p>The Clerk / Lengthsman confirmed that the leafblower had now been serviced, and used to remove leaves from Chapel Lane on two occasions.</p>	

b)	<p><u>War Memorial</u></p> <p>At the request of the Chair, the Clerk / Lengthsman had cleaned the war memorial. It had been found to be surprisingly dirty, presumably because of its proximity to the road.</p> <p>Members agreed with the Clerk / Lengthsman's suggestion that henceforth the memorial be cleaned twice a year, in May (prior to the Best Kept Village judging) and in November (prior to the Armistice ceremony).</p> <p>Resolved Clerk to add to action plan for 2023</p>	Clerk
15. a)	<p>NatWest banking arrangements</p> <p><u>Mandate</u></p> <p>At the October meeting, the request to (i) remove certain signatories from the banking mandate and (ii) add the Chair and Vice Chair to it had been e-signed by the Clerk and Cllr Best. However, at the time of that meeting both the Chair and Vice Chair had still needed to electronically counter-sign the respective applications.</p> <p>The Chair now undertook to progress the e-signing which had been sent to him, thereby allowing Cllr Chew to then complete the signing process required. Once changes to the mandate were completed, the Parish Council would presumably be in a position to resubmit the application form for online banking.</p>	
16.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – work to the upstairs room was progressing slowly • Parish Councils' Liaison Committee – Cllr Chew had attended on 10 November. Members noted that the following issues (not covered elsewhere on the agenda) had been raised: <ul style="list-style-type: none"> i) <u>Lancashire Talking</u> - two PCSOs spoke about Lancashire Talking and the Stay in the Know email, which provides information about crime in our area. Some parishes are on the mailing list and put the information on their website; and ii) <u>SpIDs</u> - 3 SpIDs should be available in the new year. Altham PC are to manage them. They will put in situ, collect after one week, and provide data. This will cost in the region of £150. they can only be in situ for one week as they become a road sign of there for any longer. • Lancashire Association of Local Councils – no update 	

Signed by:		
	Date: 25.1.23	Cllr A Bristol Chair <i>Andrew B...</i>