**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 April 2017 at 7.30pm at West Bradford Village Hall**

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| Members present: | Parish Cllr A Bristol (Chair) |
|  | Parish Cllr H Best (Deputy Chair) |
|  | Parish Cllr Ruth Chew |
|  | Parish Cllr M Fox  Parish Cllr M Wood |
| Apologies: | Cllr P Elms (RVBC)  Cllr B Hilton (RVBC)  Peter Bamber (re War Memorial) |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (29 March 2017)**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr H Best  Seconded by: Cllr M Wood  Matters arising:  The Chair thanked newly-elected Parish Cllr Ruth Chew for completing her Declaration of Acceptance of Office and Register of Interests. This was followed by a discussion on what personal contact details should be made public for Parish Cllr Chew; it was agreed that her mobile number (07870 274437) was appropriate.  **Resolved**  **Clerk to forward the above documentation to RVBC as part of the process of notifying that a new Parish Cllr was in post, as well as forwarding any updated documentation signed by fellow Parish Cllrs**  Members debated at length the issue of Strait Gate. The Clerk commented that the gate erected at one end was not illegal under planning legislation and would probably not be a matter of concern to the County Council as it did not prevent access for emergency services. However, the issues of (i) the stile at the other end of the path and (ii) the lengths of wood which shored up the path were felt to be more of an issue. Similar concern was expressed at the need to install a kissing gate behind Brooks Villas on Clitheroe Rd. In agreeing the need to install the 2 kissing gates, the Chair stated that he had a kissing gate which he would contribute.  **Resolved**  **Cllr Fox to obtain estimates for installing 2 kissing gates and repairing the lengths of wood above (one kissing gate to be contributed by the Chair)**  Regarding the need to progress installation of the defibrillator, Cllr Fox confirmed that he had spoken to Andy Jepson and an electrical connection could be made at a cost of £75.  **Resolved**  **Cllr Fox to contact A Jepson and authorise him to proceed.**  It was noted that the Borough Council had been contacted by Cllr Elms and had agreed to undertake further road sweeping at the next opportunity. The Chair thanked Cllr Elms for his intervention but also offered to contact Mr Rathall and see if any other road sweeping facility could be used.  **Resolved**  **Chair to pursue**  Cllr Wood confirmed that repairs to the Grindleton Rd notice board would be undertaken the day after the meeting.  In discussing the issue of the high fences on Westfield and Hillside Drive, it was noted that a new high fence had this week been erected at the top of Chapel Lane. Members were strongly opposed to this fence as it was felt to fall outside Permitted Development and asked the Clerk to contact RVBC with a view to (i) further pursuing the Westfield /Hillside Drive issue and (ii) drawing the Borough Council’s attention to the new fence on Chapel Lane.  **Resolved**  **Clerk to draft an e-mail for the Chair to send to RVBC**  It was agreed that – as the next meeting was the AGM – Peter Bamber would be invited to attend the meeting from 8pm (by which time the AGM should be concluded.  **Resolved**  **Cllr Fox to invite accordingly** | **Clerk**  **MF**  **Chair**  **MF**  **Chair**  **Clerk**  **MF** |
| 3. | **Public questions, comments or representations**  None |  |
| 4. | **Update from Ward Councillors present**  None present |  |
| 5. | **Overview of financial position**  The Clerk submitted details of income and expenditure for the month of March 2017 for approval by the Council and signing-off by the Chair.  **Resolved**  **That the record for March 2017 as presented would be signed off** | **Chair** |
| 6. | **Planning applications to be considered**  No new planning applications were put forward for consideration. The Clerk updated on the planning applications for (i) Barnsteads (consultation response submitted within deadline) and (ii) Dove Syke (dates for appeal to Planning Inspectorate now confirmed). |  |
| 7.  a) | **Governance arrangements – points for discussion / consideration**  **External audit by BDO (2016/17) – required pre-planning (Appendices 5 and 6)**  The Clerk reported on the formal appointment of Sally Blenkinship as Internal Auditor, a development which was well received by Parish Councillors. However, initial discussions with Sally had indicated that – unlike in previous years – the submission to external auditors was likely to include at least one area of non-compliance (in relation to governance). In support of this assertion, the Clerk presented his own preliminary assessment of the situation, which echoed Sally’s thoughts and which would be presented to members for endorsement at the May meeting.  **Resolved**  **Parish Council noted the preliminary draft of the submission to external auditors** | **Clerk** |
| b) | **Draft Model Standing Orders and Code of Conduct**  The Clerk presented the initial draft of the Model Standing Orders. Members went through the document and made a number of suggestions for changes.  **Resolved**  **Clerk to amend document as agreed; subject to these changes the Model Standing Orders (other than sections 4 and 6, which related to the relationship with the Village Hall and which would be returned to at a later date) would be adopted with immediate effect.** | **Clerk**  **Clerk** |
| c) | **Code of Conduct**  Similarly, members considered the draft Code of Conduct, with particular regard to the 7 principles which all Parish Cllrs were expected to abide by.  **Resolved**  **Parish Council to adopt the draft Code of Conduct unamended with immediate effect** | **Clerk** |
| d) | **Parish Council draft work plan**  The Clerk presented the latest version of the work plan for members’ consideration.  **Resolved**  **Work Plan to be noted** | **Clerk** |
| e) | **May AGM**  The Clerk confirmed that the Annual General Meeting would be held at the start of the next formal meeting of the Parish Council in May. An outline of the anticipated format and agenda was given. Members noted this and commented that there was a need to publicise the AGM in order to encourage local attendance and participation.  **Resolved**  **Clerk to advertise AGM on notice boards, website and any other appropriate locations** | **Clerk** |
| 8. | **War Memorial / centenary celebrations**  The Chair confirmed that he had now received an estimate for work required from Thos Rock (stonemasons). He also stated that a site meeting with Brent Stevenson had been arranged for 7/30pm on 9 May.  **Resolved**  **Members noted the estimate from Thos Rock and agreed to attend the site meeting on 9 May if at all possible** | **Clerk** |
| 9. | **Reports from sub-committees / other meetings attended**   1. Playing Field / Village Hall (12 April 2017)   Parish Cllrs Fox and Wood had officially represented the Parish Council at this meeting, reporting that the new car park lights were now in operation.   1. Parish Council Liaison Committee (30.3.17)   Chair in attendance – discussion had centred on (i) means of supporting war veterans; (ii) the declining number of payphones within the Ribble Valley; and (iii) the availability of funding to boost Parish Council’s contribution to the Transparency Code.   1. Lancashire Association of Local Councils (LALC Ribble Valley area meeting   No meeting had taken place   1. Hanson Cement (24 March 2017)   No meeting had taken place   1. Lengths-man scheme   Cllr Wood provided details of payment claimed by the Lengthsman  **Resolved**  **Clerk to arrange for payment** | **Clerk** |
| 10. | **Correspondence received:**  The following correspondence was considered:   * Public Space Protection Orders   The Clerk updated on the consultation document received from RVBC.  **Resolved**  **Clerk to complete the consultation response on behalf of the Parish Council and submit to RVBC** |  |
| 11. | **Any Other Business**  No other business was reported. |  |
|  | **Date / time of next meeting:**  The next meeting (and AGM) will be held at 7.30pm on Wednesday 31 May 2017 at West Bradford Village Hall. |  |

**The meeting closed at 9pm.**

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| Signed by: |  | |
|  | Date:  31.5.17 | Cllr A Bristol  Chair |