**West Bradford Parish Council**

Clerk:

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**Minutes of the meeting of West Bradford Parish Council held on Wednesday 29 March 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 M Wood |
|  | Parish Cllr M Fox  Cllr P Elms (RVBC) |
| Apologies: | Cllr B Hilton (RVBC) |
| Members of the public present: | Ms Ruth Chew |
| Also in attendance: | Peter Bamber???? (for item 10 - War Memorial) |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Co-option of new Parish Councillor**  The meeting was attended by Ruth Chew, a respected local resident who had indicated her willingness to serve on the Parish Council in place of Parish Cllr Perry (who had recently resigned). The Chair proposed that Ms Chew should be co-opted and, after a unanimous vote, it was agreed to welcome her immediately as a formal member of the Parish Council. Ms Chew signed the Declaration of Acceptance of Office by Parish Councillors and agreed to sign the remaining necessary documentation (to be provided by the Clerk).  **Resolved**   * **That Ruth Chew be co-opted as a Parish Councillor with immediate effect** * **Clerk to forward other RVBC documentation (Acceptance of Office and Register of Interests) for Parish Councillor Chew to complete and return to the next meeting prior to submission to RVBC** * **Clerk to update website with details of Parish Cllr Chew** | **Clerk**  **Clerk** |
| 3. | **Minutes of the Last Meeting (22 February 2017)**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr M Fox  Seconded by: Cllr H Best  Matters arising:  Members debated at length the issue of potholes in the village’s roads and noted the correspondence with Nigel Evans MP and the County Council’s Head of Highways. It was agreed to monitor the position moving forward in light of the Highways Authority response that further potholes in excess of the stipulated depth of 4cm had been identified and would be repaired soon.  Continuing concern was expressed at the gate thought to have been erected illegally at the end of Strait Gate.  **Resolved**  **Clerk would visit the site and report back to the next meeting**  Efforts to develop the former telephone box were progressing. The Chair confirmed that, after discussion with Three Rivers Caravan Park, a spare defibrillator would be erected adjacent to the new clubhouse.  **Resolved**  **Cllr Fox to continue to progress the telephone box / defibrillator**  It was felt that large vehicles attempting to drive over Bradford Bridge was still causing road safety problems and a further approach should be made to the Highways Authority in this regard.  **Resolved**  **Cllr Wood would ring David Leung at LCC to pursue the issue**  It was acknowledged that, after an approach by the Clerk to RVBC, the roadsweeper had attended the centre of the village and also tidied up the area around Bowland Gate Lane. However, it had not been down Chapel Lane.  **Resolved**  **Clerk to write to Cllr Elms and identify the roads still in need of sweeping (Grindleton Rd, Chapel Lane and Clitheroe Rd) with a view to Cllr Elms raising with Alan Boyer at RVBC.**  It was noted that the Lengthsman was now operating around the village and members were asked to report areas where he could act accordingly.  Cllr Wood had arranged for a workman to attend the notice board on Chapel Lane, where a replacement backboard had been put in. An inspection of the other notice board on Grindleton Rd had confirmed that a plywood backboard needed replacing at an estimated cost of £45.  **Resolved**  **Cllr Wood to liaise with the tradesman and arrange for the repair work to be carried out on the Grindleton Rd notice board**  The Chair had made a formal approach to RVBC regarding the continuing problem of the fences on Hillside Drive / Westfield. No response had yet been received. | **Clerk**  **MF**  **MW**  **Clerk**  **MW** |
| 4. | **Public questions, comments or representations**  None |  |
| 5. | **Update from Ward Councillors present**  Cllr Elms updated the Parish Council on the following matters:   1. RVBC   Cllr Stuart Hirst would not be seeking re-election as Leader of the ruling Conservative group. Cllr Elms was pleased to confirm that the RVBC component of Council Tax would once again not be increased in the coning financial year.   1. Market re-development   The Council had abandoned its previous plans for a revised site to include a hotel, and was now looking at a smaller scheme (albeit one which would include both an indoor and outdoor market). The Council was now keen to engage with a number of local stakeholders (James Warburton, Booths) and was keen to incorporate an increased car parking facility if possible.   1. Calderstones Hospital   The Calderstones facility was due to close in the next 18 months, with an increased emphasis on caring for patients in the community (the secure mental unit now only contained minimal numbers). |  |
| 6. | **Overview of financial position**  The Clerk submitted details of income and expenditure for the month of February 2017 for approval by the Council and signing-off by the Chair.  **Resolved**  **That the record for February 2017 as presented would be signed off** | **Chair** |
| 7. | **Planning applications to be considered**  The Clerk updated on the following planning applications: |  |
| a) | 3/2016/0279 (refusal of listed building consent for Dove Syke on Eaves Hall Lane), for which an appeal was pending and a date for commencement was awaited from the Planning Inspector. The report was noted. |  |
| b) | Ribblesdale Cement (via LCC) – noted. |  |
| c) | 3/2017/0245 - Barnsteads Barn Waddington Road West Bradford – the Council discussed the application at length and he following views emerged from the debate:   * The proposed gate pillars at the entrance to the driveway were considered too high at c1.56m. At this height, with their elevated location, the substantial construction of the gateway would give an overbearing appearance which was inconsistent with the location of the property (on the very fringe of the village with open aspects on the Waddington side); * The proposed new gateway would be extremely prominent, falling within the sight line around the bend adjacent to the 3 Millstones restaurant; and * The proposed design for the driveway entrance was felt to be inconsistent with the overall appearance of West Bradford village. The Council noted the statement “New 1.4m high sliding gate, preservative treated stained diminishing width timber slats on metal framing, with automatic sliding mechanism, by specialist installer”; again this was considered to be overly-dominant and go against the more open designs which generally prevailed in the village and which the Parish Council wished to encourage.   **Resolved**  **Clerk to submit a consultation response to RVBC along the above lines (deadline is 12 April 2017)** | **Clerk** |
| 8.  a) | **Governance arrangements – points for discussion / consideration**  **Draft Model Financial Regulations (Appendix 5)**  Members were invited to consider the proposed document in anticipation of adopting prior to the external audit in summer 2017. The Council acknowledged the importance of adopting all appropriate documentation in advance of the pending external audit and considered a number of aspects of the draft presented. The Clerk was requested to amend the draft at appropriate points in light of the discussion; where elements of the draft were considered unsuitable for this Parish Council due to its relatively small size, the text would be marked accordingly.  **Resolved**  **With immediate effect, the Parish Council would formally adopt the** **Draft Model Financial Regulations as presented to the meeting (subject to the agreed alterations being made by the Clerk)** | **Clerk** |
| b) | **Draft Register of Fixed Assets (App 6)**  Similarly, members considered the draft Register of Assets. It was noted that attempts had been made to establish whether the Village Hall Sub-Committee possessed an inventory which could be used to form the basis of a wider assets register; however, these attempts had proved unsuccessful. Given that the bulk of the Parish Council’s assets were likely to be connected to the Village Hall, it was suggested that the Parish Council representatives should formally raise this matter at the next meeting of the Village Hall Sub-Committee with a view to an inventory being produced.  **Resolved**  **Parish Cllrs Fox and Wood to raise the issue of an inventory at the next meeting of the Village Hall Sub-Committee** | **Clerk** |
| c) | **Formal relationship – Parish Council / Playing Fields Committee (Apps 7 and 8)**  In considering the formal relationship between the Parish Council and the Village Hall Sub-Committee, the Parish Council noted that the Deed of Trust (Appendix 7) confirms that the Parish Council holds the land on which the Village Hall is situated (and presumably therefore by extension the Village Hall itself) in trust. Furthermore, the Charitable Purposes (set out in App 8) for the “provision and maintenance” of the Village Hall confirm that   * the Parish Council is the “custodian trustee” and the Village Hall Sub-Committee is the “management trustee”; and * 2 Parish Councillors are to sit on the management committee of the Village Hall.   Whilst both of the above were felt to clarify the relationship considerably, it was noted that no formal terms of reference appeared to be in existence for either the Parish Council or Sub-Committee. The Clerk undertook to make further enquiries in this regard.  As part of the above discussion, it was noted that the Parish Council had only one formally-nominated representative (Parish Cllr Wood) in attendance at meetings of the Village Hall Sub-Committee. Accordingly, it was agreed that Parish Cllr Fox – who attended the Sub-Committee meetings in a different capacity – would in future act as the Council’s second nominated representative.  **Resolved**  **Parish Cllr Fox would in future attend Village Hall Sub-Committee meetings as a nominated representative of the Parish Council** | **Clerk**  **MF** |
| 9. | **War Memorial / centenary celebrations**  Recognising the importance of progressing this matter if the notional deadline of summer 2018 was to be met, the Parish Council held a lengthy discussion on current proposals and the next steps. The debate was helped considerably by the presence of Peter Bamber of PGB Architectural Services,  who offered his experience from similar projects he had worked on in a professional capacity. In particular, the merits of amending the proposed design to reconfigure the Coronation Gardens site (with a view to providing safer off-road viewing) were expressed. Peter Bamber stated that any professional fees he incurred in carrying out work for the Parish Council would be kept to a minimum.  The Chair also outlined the research he had undertaken, which included a visit to Thos Rock (stonemasons) and the production of a cardboard model of the proposed cross (to give an impression of its overall size).  The Chair thanked Peter Bamber for his input and support.  **Resolved**   * **Peter Bamber would revisit the proposed site in order to assess the levels (the purpose of this being to establish the visibility of the cross from the road and any likely impact on neighbouring properties);** * **Peter Bamber to produce a more detailed site plan and options for members to consider at the April meeting;** * **Any drawing then agreed would form the basis of a subsequent planning application;** * **The Parish Council would consider holding a public meeting as part of the consultation process;** * **The Clerk would organise for the Chair to attend a meeting with Stephenson’s Stonemasons in Blackburn;** * **The preferred material for the cross was grey granite;** * **The cross would be sited upon a two tier granite plinth (6” square and 10” square);** * **The wording around the plinth was still to be agreed; and** * **The 4 plaques surrounding the location of the cross would be 18” x 24” in grey granite.** | **Clerk** |
| 10. | **Reports from sub-committees / other meetings attended**   1. Playing Field / Village Hall (8 March 2017)   It was reported that new lighting had been fitted to the Village Hall, and there was an intention to convert the upstairs room into a proper meeting facility (with storage).   1. Parish Council Liaison Committee (30.3.17)   Chair in attendance – no matters of relevance to report.   1. Lancashire Association of Local Councils (LALC Ribble Valley area meeting (9.3.17)   Chair in attendance - no matters of relevance to report.   1. Hanson Cement (24 March 2017)   Cllr Wood had attended and described the continuing emphasis which the company placed on Health and Safety (referring to new initiatives such as the introduction of on-site ANPR etc).   1. Lengths-man scheme   No other matters to report |  |
| 13. | **Correspondence received:**  The following correspondence was considered:   * Grass cutting contract 2017/18 – acceptance of proposal from RVBC (Appendix 9)   Noted   * LALC newsletter – March 2017 (Appendix 10)   Noted   * Potholes – N Evans (Appendices 11 and 12)   Noted   * Mayoral Reception – Monday 10 April 2017   Noted |  |
| 14. | **Any Other Business**  No other business was reported. |  |
|  | **Date / time of next meeting:**  The next meeting will be held at 7.30pm on Wednesday 26 April 2017 at West Bradford Village Hall. |  |

**The meeting closed at 9.35pm.**

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| Signed by: |  | |
|  | Date:  26.4.17 | Cllr A Bristol  Chair |