

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 23 August 2017 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 FoxParish Cllr M WoodCllr P Elms (RVBC) |
| Apologies: | Parish Cllr Ruth ChewCllr B Hilton (RVBC) |
| Members of the public present: | None |

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| 1. | **Disclosure of interest:**None received |  |
| 2. | **Minutes of the Last Meeting (28 June 2017):**The minutes were signed by the Chair as a true and accurate record of the meeting.Proposed by: Cllr M Wood Seconded by: Cllr H BestMatters arising:Members expressed ongoing concern at the issue of pot-holes in the village, and requested that further correspondence be sent to Mr Nigel Evans MP. **Resolved****Clerk to write again to Mr Evans**Members enquired whether progress had been made regarding the cessation of the electricity supply to the Xmas tree site at Coronation Gardens. The Clerk advised that an email approach had been made but it had been unsuccessful and a further telephone conversation was required. **Resolved****Clerk to make further approach**Cllr Wood asked if the County Council had been approached regarding the condition of the dry-stone wall on Clitheroe Rd by the river. The Clerk confirmed that it had but no response had been received. Members asked for a further approach to be made.**Resolved****Clerk to make further approach**Cllr Wood reported that Bill Wood had voluntarily undertaken some work near to the kissing gate at Straithgate, including cutting down some hedges. Members tanked Bill for his efforts, which were genuinely appreciated. | **Clerk****Clerk****Clerk** |
| 3. | **Public questions, comments or representations:**None |  |
| 4. | **Update from Ward Councillors present:**Cllr Elms confirmed that the Borough Council was making progress with regard to the revised development of the current market site in Clitheroe town centre. Plans included a new indoor and outdoor facility, and may involve a new access point via the present site of the Boots store. The Borough Council was seeking to appoint a new Director of Economic Development and Planning in order to increase income to the Council. However, it was still anticipated that Council Tax would rise during 2018/19 due to reductions in grant from central government.A new planning application had been submitted for c60 houses on the suite of the old hospital in Clitheroe. (Members observed that parking was already difficult on Chatburn Rd near to the new hospital site, as visitors to the hospital sought to avoid paying the charges now imposed by the Health Trust for use of the hospital car park).Frustration was again expressed at the extent of pot holes in the village, a view shared by Cllr Elms. |  |
| 5. | **Overview of financial position:**The Clerk submitted details of income and expenditure for the months of June and July 2017 (there having been no meeting in July) for approval by the Council and signing-off by the Chair.**Resolved****That the records for June and July 2017 as presented would be signed off**The Clerk also confirmed that it would be helpful if the bank statements provided monthly by Nat West, and currently sent to the former Clerk, could now be re-directed to the present postholder. Members agreed that this would be appropriate. This would then allow for Parish Cllr Chew’s name to be added to the list of cheque signatories at a later date.**Resolved****Chair and Clerk to visit Nat West Bank and arrange for necessary changes to be made to bank records.** | **Chair****Chair, Clerk** |
| 6. | **Planning applications to be considered**Members considered the following applications: |  |
| a) | 3/2017/0575 (Brocklehurst Farm Bowland Gate Lane West Bradford BB7 relating to discharge of conditions) - **noted**  |  |
| b) | 3/2017/0614 (Laneside Farm Grindleton Road West Bradford BB7 4QH relating to discharge of conditions) – **noted** |  |
| c) | 3/2017/0578 (Eaves Hollow, Eaves Hall Lane, West Bradford BB7 3JG relating to alterations to dwelling) – **noted** |  |
| d) | 3/2017/0593 (Ivy cottage, Chapel Lane, West Bradford BB7 4SN relating to the retention of an unauthorised fence to the front of the property with a pedestrian access, deadline for response – 6 Sept) –members expressed concern at this application, which was felt to have a negative impact on the village in terms of its appearance and road safety.**Resolved****Clerk to draft a letter of objection for circulation and approval prior to submission** | **Clerk** |
| e) | 3/2017/0655 (Barnsteads Barn Waddington Road West Bradford BB7 4SX relating to proposed extension and flue, deadline for response – 6 Sept) - **noted** |  |
|  | **Governance arrangements:** |  |
| a) | **External audit by BDO (2016/17)** Members noted that - in light of its procedural difficulties - the external auditors had given a qualified audit report for the period 2016/17, meaning that the Parish Council would not be able to apply for Quality Council Status in the coming year. |  |
| b) | **Meeting held with Chair of Village Hall Committee and Ian Thomson (VAT consultant) on 20 July 2017**Members considered the note of the joint meeting held with the Chair of the Village Hall Management Sub-Committee and an external VAT consultant (Mr Ian Thomson) held on 20 July 2017. As a result, it was agreed that the letter and associate documentation drafted by the Clerk and referring to the amount of VAT potentially owed should be sent to HMRC dated 24 August. **Resolved****Clerk to send letter and associated documentation to HMRC**  | **Clerk** |
| 8. | **War Memorial / centenary celebrations** Members noted that Peter Bamber had now submitted the planning application, which included the test compiled by members at a previous meeting. Members commented on the professional appearance of the application and asked the Clerk to pass on their thanks to Mr Bamber.**Resolved****Clerk to thank Peter Bamber**The Clerk also confirmed that, as a result of his written approach, he had recently had a conversation with a representative from the Royal Forest Masonic Lodge; this body was interested in making a financial contribution to the war memorial project but could only do so on the basis of a capital bid being made. It was therefore agreed that a firm quote for the cost of the stone cross would be obtained from Stephenson’s and this could then form the basis of further discussion with the Masonic Lodge.**Resolved****Clerk to obtain quote and forward to Royal Forest Masonic Lodge**Members agreed that it may now be appropriate to ask local building firms to quote for the cost of the development works associated with the project. It was agreed that – once names of reputable local tradesmen who may be interested had been identified – a written approach would be made by the Clerk. Cllr M Fox expressed an interest in quoting for the work himself.The Clerk was also asked to consider drafting a letter which could be sent to local businesses seeking their support for the initiative.**Resolved****Clerk to produce a draft letter** | **Clerk****Clerk****Clerk** |
| 9. | **Reports from sub-committees / other meetings attended*** Playing Field / Village Hall (next meeting is 21 Sept)
* Parish Council Liaison Committee (next meeting is 14 Sept)
* Lancashire Association of Local Councils (next meeting in Nov, date tbc)
* Hanson Cement (no report)
* Lengths-man scheme - Cllr Wood confirmed that the lengthsman had now finished his summer hours and so no more major salary claims were expected. Members agreed that he had done a good job over the summer months.
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| 10.a) | **Correspondence received:**Defibrillator Members noted that a Memorandum of Understanding had been received from NWAS relating to the defibrillator now installed at the Grindleton Rd / Westfield Drive junction. The MoU confirmed the need to identify a guardian who would make weekly checks and reports any faults to NWAS using its online portal. Members agreed that this was a significant (and unexpected) commitment in terms of time, but noted that a fireman resided on Westfield Drive and he may be willing to take on the role.**Resolved****Cllr Fox to ask the fireman if he would take on these duties**Cllr Fox also reported that a local company had made and installed a sign for the defibrillator free of charge. **Resolved****Clerk to write and thank on behalf of the Parish Council** | **Cllr Fox****Clerk** |
| b) | Footpath – Mr and Mrs Leybourne – email dated 16 July 2017Members noted the ongoing concern expressed by Mr and Mrs Leybourne regarding the legal status of the footpath adjacent to their property. It was considered that this matter had been first raised in 2007 and it was the County Council’ responsibility to make a determination on the matter. Members felt that some correspondence expressing a view on the situation may have been previously received, and asked the Clerk to look back in the Council’s files to see if anything could be discovered.**Resolved****Clerk to explore files** | **Clerk** |
| c) | Request for approval to maintain StraithgateThe Clerk reported that the Council has received a formal request from a resident of Ashcroft Place, West Bradford, who represented a group of residents who had previously made a personal contribution to the upkeep of the village; this had been in the form of funding to commission a reputable tree surgeon (from the LCC Safetrader scheme) to trim trees near Straithgate as well as cut hedges and clear the brook. The resident was requesting written confirmation from the Parish Council that it would consent to the residents undertaking this work in Spring 2018 (having missed this year). Members considered the request but had no knowledge / awareness of similar requests from previous years. As a result, the Chair agreed to contact the resident in order to better understand her intentions in this regard.**Resolved****Clerk to provide contact details for Chair to approach** | **Clerk, Chair** |
| d) | Information from Cllr ElmsThe Council noted that Nigel Evans MP would be undertaking his summer surgery as usual and would be attending West Bradford (along with Cllr Elms and/or Cllr Hilton) on Thursday 28 September at the Old Post Office, 3.25-4.15pm. Members agreed that – inter alia - this was an excellent opportunity to lobby regarding the state of the village’s roads. |  |
| e) | Proposed closure of front desk at Clitheroe police station – RVBC response Members were concerned to hear of the proposed closure of the front desk at Clitheroe Police Station due to funding cuts. Cllr Elms had been to meet with the Police and Crime Commissioner on this matter. Whilst only 6 visitors per day were said to use the front desk, the Borough’s financial contribution to policing in Lancashire was felt to far outweigh the resources provided. Cllr Elms had suggested that – instead of closure – CCTV staff were moved to the building and the invited to carry out their normal tasks as well as staff the front desk; it remained to be seen if this would be adopted. |  |
| 11. | **Any Other Business**Cllr Fox had previously requested a new bin liner for the bin outside the village hall, but none had been provided. **Resolved****Clerk to make a further approach.** | **Clerk** |
|  | **Date / time of next meeting:**The next meeting will be held at 7.30pm on Wednesday 27 September 2017 at West Bradford Village Hall.  |  |

**The meeting closed at 8.40pm.**

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| Signed by: |  |
|  | Date:27.9.17 | Cllr A BristolChair |