

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 31 August 2022 at West Bradford Village Hall

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:	Neil Goodwin (for minute item 9c) Carol Smith (for minute item 9c)

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None received	
2.	Minutes of the Last Meeting (6 July 2022): The minutes of the June 2022 meeting (this meeting having been deferred until 6 July, and with no other meeting having been held in July) were signed by the Chair as a true and accurate record. Proposed by: Cllr M Wood Seconded by: Cllr H Best Resolved It was agreed that the minutes of the 6 July meeting would be posted on the Parish Council website <u>Matters arising:</u> a) <u>Wall adjacent to Grindleton Rd</u> The Clerk reported that, following a request to the landowner from the Parish Council, contractors had now completed the repairs to the stone wall.	Clerk

	<p>Resolved Clerk to send letter of thanks to the landowner for her co-operation on this matter</p>	Clerk
b)	<p><u>Pinfold</u></p> <p>Members had previously discussed options for increasing access to the Pinfold in order to allow for its enjoyment by local residents. On 14 July, the Clerk and Cllr Chew had met with a local resident who had made a number of suggestions which the Parish Council had been asked to consider. These included:</p> <ul style="list-style-type: none"> • allowing wildflowers to grow around the perimeter of the site, with LCC merely mowing a narrow central strip to provide access to the bench at the rear; • the installation of other facilities to encourage wildlife, such as bug hotels etc; • the display of an interpretation board (possibly using grant funding) with information about the history of the Pinfold; and • the possible involvement of pupils from local schools to promote / develop the project. <p>Members responded positively to the proposals put before them and agreed to revisit the matter in Spring 2023.</p> <p>Resolved Clerk to diary a future discussion</p>	Clerk
c)	<p><u>Repairs to kissing gates / footpath signs</u></p> <p>As requested, the Clerk had made an approach to a local contractor seeking quotes for repairs to the following:</p> <ul style="list-style-type: none"> • kissing gate – entrance to river bank footpath on Clitheroe Rd • kissing gate – entrance to footpath accessed from Straitgate • footpath sign adjacent to Mrs Roberts' house on Clitheroe Rd <p>However, no response had been received.</p> <p>Resolved Cllr Fox to contact contractor and establish whether he was interested in carrying out the work</p>	MF
d)	<p><u>Beacon - cap</u></p> <p>The Chair undertook to retrieve the cap for the beacon pipe from Andrew Marsden at the earliest convenient opportunity. He also agreed to contact Sam Wrathall with regard to removal of the beacon from the Village Hall site for storage.</p>	

5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>At the request of County Cllr Mirfin, a meeting of all parishes directly affected by the HARP development (Bolton by Bowland, Chatburn, Grindleton, Waddington and West Bradford) had been held on 29 June in the Village Hall. The aim of the meeting had been to pull together a “shopping list” of requirements which LCC could then factor in to their future Planning discussions with UU.</p> <p>The meeting had been attended by 6 parish councils (Bolton by Bowland, Chatburn, Grindleton, Newton in Bowland, Waddington and West Bradford). A number of borough and county councillors were also present, with the number of attendees totalling 24.</p> <p>The Clerk had been asked to minute the meeting and had drafted a note of the discussion, a final version of which - following input from the parish councils concerned and with the agreement of County Cllr Mirfin - had been submitted to Neil Stevens (a senior highways officer at LCC) on 22 July. However, no comment or acknowledgement from Mr Stevens had been received.</p> <p>On 23 July, and again with Cllr Mirfin’s agreement, an invoice for the costs of the time incurred by the Clerk (along with other sundry expenses) was sent to County Cllr Swarbrick. This claim was made on the grounds that the Clerk had incurred costs funded solely by West Bradford Parish Council when the work undertaken was also of benefit to five other parishes; hence some recompense for the Clerk’s wider efforts was considered appropriate. The claim amounted to £210.84, and a full breakdown of the costs incurred was also provided. No response had yet been received from Cllr Swarbrick.</p> <p>Members expressed their disappointment at the lack of engagement from LCC on these issues, given the Parish Council’s extremely positive response (at short notice) to the request to facilitate the meeting.</p> <p>Resolved Clerk to write to County Cllr Mirfin regarding the lack of LCC engagement to date (with other affect parishes to be copied in) Chair to also contact County Cllr Mirfin regarding the lack of recompense to date</p>	<p>Clerk</p> <p>Chair</p>
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – June 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of June 2022 for approval by the Parish Council and signing-off by the Chair.</p>	

	<p>Resolved That the record for June 2022 as presented would be signed off</p>	Chair
b)	<p><u>Monthly accounts – July 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of July 2022 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for July 2022 as presented would be signed off</p>	Chair
c)	<p><u>Expenditure on Jubilee</u></p> <p>Members had previously agreed that the Clerk would approach the Chair of the Village Hall Management Committee with regard to sharing the costs incurred at the recent Jubilee events. The Clerk confirmed that the sum of £250 had now been received, and an email sent to the Chair of the Village Hall Management Committee thanking him for his support.</p>	
d)	<p><u>Concurrent Functions Grant</u></p> <p>On 3 August, with the agreement (and signature) of the Chair, the Clerk had submitted a claim to RVBC for £1739.39 to cover expenditure on the Lengthsman, grass cutting etc during 2021/22. RVBC would refund parish councils on a pro rata basis from the budget of £33,200, with claims now capped at 25% eligibility for austerity savings.</p>	
e)	<p><u>RVBC grass cutting 2022/23</u></p> <p>On 13 July, the Clerk had received a letter from RVBC seeking agreement in principle to pay the fees for grass cutting during 2022/23. The fees amounted to £796.46 inc VAT, an increase on last year of 3%.</p> <p>The Chair of the Village Hall Management Committee had confirmed that the work had been carried out to his satisfaction this summer, the grass having been mown regularly.</p> <p>Resolved Members agreed to accept the proposed fees and asked the Clerk to sign and return the appropriate document</p>	
8.	<p>Governance</p> <p><u>External Audit 2021/22</u></p>	
a)	<p><u>Update</u></p> <p>At the April meeting, members had adopted a proposed timescale of actions put forward by the Clerk; this had been designed to ensure the completion of all audit</p>	

paperwork within the constraints set out by the external auditors (PKF Littlejohn). The Clerk reported that all actions identified in the timescale had been satisfactorily completed to date.

The period for the exercise of public rights had concluded on 22 July. Members noted that no comments / requests to view the accounts of the Parish Council had been received.

b) Retrospective approval - Certificate of Exemption

In planning for the external audit 2022, the Clerk had advised members that it would be necessary for the Parish Council to undergo a full audit this year, as – in 2021 – the external auditors had commented on issues arising from the Parish Council’s decision not to meet during the pandemic.

However, on 8 July, the Parish Council had received an email from the external auditors suggesting that a certificate of exemption could yet be submitted. With the agreement of the Chair, a preovisional certificate of exemption was sent to the external auditors on 12 July – thereby allowing the Parish Council to save the £200 audit fee otherwise payable.

The certificate submitted on 12 July was provisional in that the decision to submit a certificate had not yet been approved by the Parish Council, no meeting having been held in July.

Resolved

Given the circumstances outlined above, members agreed to retrospectively approve the decision to submit a certificate of exemption

c) Next Steps

Members noted that, in addition to documents previously placed on the Parish Council’s website, by 30 September the Parish Council must also have published:

- any certificate of exemption submitted;
- the Notice of conclusion of audit;
- Section 3 - External Auditor Report and Certificate (if applicable); and
- Sections 1 and 2 of AGAR, including any amendments as a result of the limited assurance review.

Resolved

Members approved the display of any additional documentation on the Parish Council website as required

Clerk

d) Option to opt out of the SAAA central external auditor appointment arrangements

Under the Local Audit (Smaller Authorities) Regulations 2015, a limited company (the body known as “Smaller Authorities’ Audit Appointments”, or SAAA) was responsible for appointing external auditors to all applicable opted-in smaller

	<p>authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.</p> <p>SAAA had undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. However, SAAA had notified the Clerk that parish councils could, if they wished, opt out of the centralised auditing process and procure their own external auditor. Such a decision was not to be taken lightly and the Clerk discussed with members the key implications which would arise from such an approach.</p> <p>Members noted that, during the previous 5-year period, all smaller authorities had 'opted-in' to the central procurement regime managed by SAAA - no authority had decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor.</p> <p>Resolved Members agreed not to opt out of the centralised arrangements put in place by SAAA</p>	
<p>9.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Planning applications considered</p> <p><u>Planning Application No: 3/2022/0531 - Troutbeck, Eaves Hall Lane, West Bradford BB7 3JG</u></p> <p>Details of this application had been submitted to members and, after a number of concerns had been expressed, a letter of objection to the application had been submitted to RVBC.</p> <p>Members noted that this application had been withdrawn on 2 August.</p> <p><u>Planning Application No: 3/2022/0705 - Land on west side of Eaves Hall Lane opposite entrance to Three Rivers Caravan Park, Eaves Hall Lane, West Bradford BB7 3JG</u></p> <p>Details of this application had been submitted to members and, after a number of concerns had been expressed, a letter of objection to the application had been submitted to RVBC.</p> <p><u>Planning Application No: 3/2021/0877 - Dove Syke Nursery, Eaves Hall Lane, West Bradford BB7 3JG</u></p> <p>Members were reminded that the Parish Council had submitted a written consultation response to RVBC in October 2021 when the original application 3/2021/0877 was being determined. On that occasion, members had been clear in their opposition to use of the site for residential purposes. An addendum to the original planning statement had now been submitted, on which members' views were again sought; this had been circulated to members for their consideration in advance of the meeting.</p>	

	<p>In light of the addendum, two local residents (Neil Goodwin and Carol Smith) attended the meeting to outline their continued concerns regarding the above application. Members listened attentively for around 30 minutes before engaging in further private discussion. As a result, it was agreed that the Clerk would write an additional letter to RVBC by the deadline of 6 September confirming the Parish Council's continued opposition to the application.</p> <p>The Chair thanked the residents for their attendance.</p> <p>Resolved Clerk to submit a second letter prior to the consultation deadline</p>	
<p>10.</p> <p>a)</p>	<p>Lancashire Best Kept Village Competition (LBKVC) 2022</p> <p><u>Progress in the competition</u></p> <p>The Clerk was pleased to report that the Parish Council had successfully progressed to the final of the competition (along with Bretherton, situated between Leyland and Tarleton) in the Championship Village class.</p> <p>For West Bradford to reach the final was a considerable step forward from 2021, when the village did not proceed past the first round.</p> <p>Members thanked the Lengthsman for his efforts. Cllr Chew suggested that it may be appropriate for new notice boards to be acquired, the current wood-framed boards being worn and requiring increased maintenance. It was agreed that this would be discussed further at the next meeting, with plastic frames to be considered.</p> <p>The organisers were due to publish the full results after the Presentation event had been held at Eaves Hall on Monday 17 October. The winner of the competition was to receive a framed certificate and a plaque showing the name of the village, the village class and the year of the competition. In addition, the winner of the Champion Class would also receive a trophy donated by the sponsor, the Lancashire Association of Local Councils.</p> <p>The runners up in each of the village classes would receive a framed certificate for retention and display within the village for as long as desired.</p> <p>It was agreed that the Chair and Cllr Best would represent the Parish Council at the presentation event on 17 October. The Clerk would report back once details of the number of attendees had been received, with a view to establishing whether the Lengthsman could also attend.</p> <p>Resolved Clerk to diary a discussion on notice boards at the next meeting The Chair and Cllr Best to represent the Parish Council at the presentation event Clerk to report back once further details of permitted attendees had been received</p>	<p>Clerk Chair, HB Clerk</p>

b)	<p><u>Painting carried out around the village</u></p> <p>Members noted that Cllr Chew had recently undertaken a considerable amount of painting around the village on a voluntary basis. This work included:</p> <ul style="list-style-type: none"> • both of the Parish Council noticeboards; • the benches at the Coronation Gardens; • the bench situated outside Old Hall; • the gate at the Pinfold; and • the bench at the bottom of Bowland Gate Lane. <p>Resolved Members thanked Cllr Chew for her considerable efforts in this regard – these were genuinely appreciated.</p>	
11.	<p>CCTV</p> <p>Following the attendance of Sarah Wells (RVBC Partnership Officer) at the July meeting, Sarah had arranged for representatives of interested parish councils to view the CCTV system belonging to Barley PC. The meeting had been held on 14 July and the Clerk and Cllr Chew had represented West Bradford Parish Council. The Clerk talked through the outcomes of the meeting, which was considered to have been positive, as well as the initial costings which Sarah had since provided. Members noted that the cost of a 3-camera system similar to that used at Barley would cost £1170 plus VAT, although this may be reduced through bulk-purchasing or sharing costs with neighbouring villages.</p> <p>Members noted that the police had offered to provide assistance with determining the most appropriate location for the cameras to be deployed in the village, although the following locations were initially proposed:</p> <ul style="list-style-type: none"> • on West Bradford Road near to Waddington and West Bradford School; • near to the United Utilities pumping station on Clitheroe Rd; and • near to the Horner’s site on Grindleton Rd. <p>It was accepted that there would need to be appropriate consultation with any residents impacted by the installation.</p> <p>It was agreed that the Clerk would write to Sarah and express the Parish Council’s provisional interest in the purchase of a 3-camera system, subject to costs being kept to a minimum</p> <p>Resolved Clerk to contact Sarah Wells at RVBC</p>	Clerk
12.	<p>Revised Local Plan 2021 – 2038</p> <p>At the meeting held on 6 July, members had discussed the information session previously attended by Cllr Chew and agreed that the Clerk should submit a letter to RVBC summarising their thoughts. Members noted that the letter had been sent the following day (7 July), this being the deadline for consultation responses on the draft Local Plan to be received.</p>	

<p>13.</p> <p>a)</p>	<p>Draft Action Plan 2022</p> <p>Members considered the following matters in relation to the Action Plan for 2022:</p> <p><u>Queen's Platinum Jubilee 2022 – update on circle /oak trees</u></p> <p>The Clerk had been advised by Andrew Marsden that work would commence w/c 22 August to level the land and lay the stone for the circle at the bottom of the field, as well as upgrading the bumps and putting a layer of finer stone all around the track to improve its surface. This work was now underway.</p> <p>The action plan for the Jubilee celebrations had stated that the “best time to plant trees is late summer up to the beginning of Autumn. This permits the oak tree to establish roots before the ground freezes in the winter.” It was agreed that the trees would be re-planted on site in November, with further discussion on the arrangements for re-planting to take place at the October meeting.</p> <p>Members thanked the Chair for his efforts in keeping the trees alive over the very dry summer.</p> <p>Resolved Clerk to diary a further discussion on re-planting at the October meeting</p>	<p>Clerk</p>
<p>14.</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Lengthsman</p> <p><u>Work undertaken since the last meeting:</u></p> <p>The Lengthsman reported in detail the tasks which he had undertaken since the last meeting.</p> <p><u>Strimmer / grass verges</u></p> <p>It had previously been agreed that no further strimming would take place until the end of July. Members considered whether any further strimming should now take place, and asked the Lengthsman to strim in front of the white railings on Clitheroe Rd before the end of September. Other strimming before the end of the growing season was at the Lengthsman's discretion.</p> <p>Resolved Lengthsman to contact Bill Wood for access to strimmer in September</p> <p><u>Contracted hours</u></p> <p>The Lengthsman's contract required that work of 3 hours per week be carried out until the end of October, and thereafter at 1 hour per week.</p> <p>The Lengthsman indicated his willingness to carry on working for c3 hours per week so long as the weather permitted. This would allow for removal of some fallen leaves etc during autumn and assist with keeping weeds down next Spring.</p>	<p>Clerk</p>

d)	<p>It was agreed that, once the leaves began to fall, the Lengthsman would sweep these up during the autumn. He was also asked to sweep certain areas which had previously been neglected and became slippery, eg in front of Orchard Villas and outside Old Hall.</p> <p><u>Leafblower</u></p> <p>It was understood that the leafblower (currently in the possession of Cllr Wood) was in need of a service. It was agreed that the Lengthsman should contact Steven Dobson of S Dobson Garden Machinery, Hill House Farm, Grindleton and arrange for this to be carried out.</p> <p>Resolved Lengthsman to arrange</p>	Lman
15.	<p>Banking arrangements</p> <p>In mid-July the Clerk had finally received confirmation that the required change to the banking mandate had been made (with his name being added). This allowed the Clerk to again submit an application for online banking, but - in doing so - the Clerk had learned that there was no facility for two persons to sign off electronic payments to be made by the Parish Council, a situation which would contravene the specific requirements of the internal auditor.</p> <p>Having sought advice on this point from NatWest, the suggested way forward was for the Parish Council to subscribe to NatWest's Bankline for Communities. This required any applicant to hold a Community Account (which the Parish Council did), and there would be no charge for the facility so long as the annual turnover on the account did not exceed £100,000. Use of the facility would allow the Parish Council to raise and approve payments as a collective, and to view all balances and transactions online at any time.</p> <p>Access to Bankline for Communities would require the Parish Council to identify a minimum of 2 and a maximum of 4 authorised persons to counter-sign payments. The bank suggested that – when a payment was to be made – the Clerk would text one of the other authorised persons who would then approve the payment. It was agreed that the Chair and Vice-Chair would act as the Parish Council's two authorised co-signatories.</p> <p>Resolved Clerk to make appropriate arrangements with NatWest Chair and Vice-Chair to act as co-signatories</p>	Clerk Chair, Vice
16.	<p>Fire at 3 Millstones</p> <p>Members recalled that on Monday 11 July, a fire had broken out at the 3 Millstones and caused severe damage to the accommodation block.</p> <p>With the agreement of Cllr Chew, on behalf of the Parish Council the Clerk had subsequently sent a message of support to the owners.</p>	

17.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – update covered elsewhere in minutes • Parish Councils' Liaison Committee – next meeting to be held on 15 September, Cllr Chew to attend • Lancashire Association of Local Councils – no update • Hanson Cement Liaison Committee – next meeting to be held on 22 September 2022, Chair to attend • Lengthsman scheme – discussed in minute item 14 above. 	
18.	<p>Correspondence / requests received</p> <p>a) <u>Ribble Valley Jubilee Way</u></p> <p>Members noted that the Mayor of Ribble Valley, Cllr Stuart Hirst, had inaugurated a 65-mile walking trail around the Borough, details of which had been provided.</p> <p>b) <u>Jumble Sales</u></p> <p>A resident had contacted the Clerk to enquire about why jumble sales no longer took place at the Village Hall, and to offer assistance in reinstating these. Members commented that the jumble sales had been run by St Catherine's Church, and it was not known whether there would be an interest in running these once again.</p> <p>Resolved Clerk to contact resident and suggest that an approach to St Catherine's Church be made</p>	Clerk
19.	<p>Any Other Business</p> <p>a) <u>September meeting</u></p> <p>The Clerk confirmed that he would be away from 9 – 22 September and so (with members' agreement) he would send out an initial agenda prior to his departure.</p> <p>b) <u>Member absences</u></p> <p>Cllr Fox reported that he would be absent from meetings from January – March 2023.</p> <p>Cllr Best also offered her apologies for the October 2022 meeting.</p>	

c)	<u>Receipts for payment</u> Cllr Chew provided the Clerk with receipts for expenditure incurred in the course of her painting, as well as other sundry items. Resolved Clerk to arrange payment	Clerk
	Date / time of next meeting: The next scheduled meeting of West Bradford Parish Council is due to be held on at 7.30pm.	

The meeting closed at 8.50pm

Signed by:		
	Date: 28.9.22	Cllr A Bristol Chair 