West Bradford Parish Council

Clerk:
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Minutes of the meeting of West Bradford Parish Council held on Wednesday 6 July 2022* at West Bradford Village Hall

*This meeting had been deferred from 29 June 2022 (see minute item 6 below)

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)	
	County Cllr G Mirfin (LCC)	
Other officers present:	Colin Hirst (RVBC)	
	Sarah Wells (RVBC)	
Members of the public None		
present:		

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests	
	None received	
2.	Minutes of the Last Meeting (25 May 2022):	
	The minutes of the May 2022 meeting 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 May meeting would be posted on the Parish Council website	Clerk

Matters arising:

a) Methodist Church - Cemeteries

At the suggestion of County Cllr Mirfin, the Clerk had contacted Mr Peter Lumsden by email. With regard to Troutbeck, the Clerk had provided Mr Lumsden with photographs of (i) ivy on a gravestone and (ii) the domestic equipment being stored on the site. With regard to the cemetery on Chapel Lane, the Clerk had commented that a request had been received from a local resident who wished to cut up the fallen branch from the Ash tree and use it for her woodburning stove. In both cases, Mr Lumsden had referred the matters raised to Roland Halewood and no further response had been received.

Subsequently, the Clerk had received (via Cllr Chew) a complaint from a local resident objecting to the condition of the bin store at the cemetery, in which bagged dog waste had been allowed to accumulate for a considerable period (said to be "years"). The complainant had now tidied up the site herself and resolved the immediate situation. The Clerk had thanked the complainant for her efforts and it had been agreed that – should the problem reoccur – the Clerk would contact the Methodist Church as landowners on her behalf.

b) Peak and Northern Footpaths Society – further information

At the May meeting, the Clerk had been asked to further explore potential funding which may be available from the PNFS. Accordingly, the Clerk now presented members with examples of the type of work which the PNFS would fund; instances of where such work had in fact been undertaken; and the amount of funding available (up to £10,000).

Members noted the information and agreed to bear it in mind should any footpaths be identified as being in need of substantial repair.

c) Blocked gully - Chapel Lane

Mr Bill Wood's concern about the blocked gulley on Chapel Lane had been referred by the Clerk to LCC on 11 June, and it appeared that the work may have been carried out on 16 June.

d) Dark Skies – the Right Light at Night

As agreed at the May meeting, on 15 June the Clerk had represented the Parish Council at a Zoom meeting on the above topic. The speaker (Robert Ince, a local astronomer) had made a number of key points about the negative impact which increasing levels of light pollution were having on the environment. Of more direct relevance to the work of the Parish Council was the discussion on planning policy; whilst there was no specific requirement for the Local Planning Authority to take light pollution into account when determining a planning application, the Parish Council may in future wish to make reference to its impact should a large-scale application affecting the parish be submitted. If so, when submitting a

	consultation response to the LPA the Parish Council should make reference to the Obtrusive Lighting Position Statement produced by the Forest of Bowland AONB.	
e)	"Slow Down Save Lives" – equipment from LCC	
	On 22 June, the Clerk had taken possession of the following items from LCC:	
	 250 x Bin Stickers (intended to go on residents' domestic dustbins and LCC state that no permission would be required to put these here); 1 x Banner (with guidance on installation); and 2 x Adult High Viz Waistcoats. 	
11	Resolved Members agreed to defer consideration of the above to the August meeting	
3.	Public questions, comments or representations:	
	None	
4.	Update from Ward Councillor present:	
	None	
5.	Bradford Bridge	
	No update	
6.	Haweswater Aqueduct Resilience Programme (HARP)	
	At the request of 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.	
	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. The Clerk had drafted a note of the discussion, a first version of which had been circulated to those parish councils and members in attendance.	
	Members thanked the Clerk for his efforts in arranging and clerking the meeting.	
7.	Overview of financial position:	
a)	Monthly accounts – May 2022	
	The Clerk submitted details of income and expenditure for the month of May 2022 for approval by the Parish Council and signing-off by the Chair.	

Resolved Chair That the record for May 2022 as presented would be signed off b) Budget Monitoring - Q1 The Clerk presented an analysis of the Parish Council's financial position at the end of Q1. Key points included: income was on track - the precept of £7677 had been received; the Clerk's net salary for Q1 was £936.80. This had exceeded the budgeted quarterly spend of £750 but was explained by the considerable extra workload arising from both the Jubilee and external audit; expenditure on the Lengthsman had totalled £501, exceeding the quarterly estimate of £300, but this work was seasonal and would comfortably fall within budget over the course of the year; and other expenditure - no concerns. c) Expenditure on Jubilee The Clerk reported that, as agreed at the May meeting, he had undertaken an analysis of the Parish Council's expenditure on the recent Jubilee events. He confirmed that the only expenditure made by the Parish Council was the £1100 cost of the firework display. Members had previously expressed a desire to bring expenditure on the beacon event roughly into line with that incurred by the Village Hall Management Comittee, and it was understood that the VHMC had informally offered to split the bar takings from the beacoon event with the Parish Council. Clerk to contact the Chair of the Village Hall Management Committee and pursue Clerk the above 8. Governance External Audit 2021/22 At the April meeting, members had adopted a proposed timetable of actions put forward by the Clerk; this had been designed to ensure the completion / submission of all audit paperwork within the constraints set out by the external auditors (PKF Littlejohn). The Clerk confirmed that all actions identified in the timetable were on track, with the following actions now completed: all required documents had been displayed on the Parish Council website on 7 June, ie prior to both the target date of 10 June and the 1 July deadline;

prior to the target date of 15 June and the 30 June deadline. An automated message confirming receipt had been received; and

all required documents had been sent off to external auditor on 7 June, ie

 the period for the exercise of public rights had commenced on 13 June and would conclude on 22 July.

The next steps in the process were identified as follows:

- a) as there would be no meeting held in July, at the meeting on 31 August the Clerk would update members on (i) progress made and (ii) receipt of the notice of conclusion of audit and certificate of audit if available; and
- b) by 30 September, the Parish Council must also have published:

Notice of conclusion of audit
Section 3 - External Auditor Report and Certificate
Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review

Members noted the above.

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9. Planning applications considered

a) Planning Application No: 3/2021/1020 - Eaves Hall, Eaves Hall Lane, West Bradford BB7 3JG

The Local Planning Authority had refused this application in December 2021 (on the grounds that the design of the proposed lodges was "incongruous" and "of detriment" to the surrounding area), and the applicant had now indicated his intention to appeal. In light of this, the Parish Council had been given a further opportunity to submit a written representation which would form part of the evidence considered during the appeal process.

Members indicated their support for the Local Planning Authority's rationale in refusing the application and invited the Clerk to submit a consultation response accordingly.

Resolved

Clerk to submit a consultation response prior to the deadline of 12 July

Clerk

b) Planning Application No: 3/2022/0118 - 5 Grindleton Road, West Bradford BB7 4TE

Members noted that this application had been refused by the Local Planning Authority and an appeal submitted (although in this instance there was no opportunity for the Parish Council to submit representations).

c) Planning Application No: 3/2022/0612 - Land off Moor Lane, West Bradford BB7
3JG (resubmission of 3/2021/0727)

Details of this application had been circulated to members on 29 June, with a deadline for response of 20 July.

Members were reminded that the Parish Council had submitted a consultation response for application 3/2021/0727, objecting to the application on grounds of: whether a site of 9.6ha (as stated in that application) would adequately support a flock of 40 sheep as claimed; increased traffic on Moor Lane; and an overall negative impact on the AONB. Members noted that, for application 3/2022/0612, the land in question on which 40 sheep would be grazed had been reduced to 5.4ha, in which case concerns about the suitability about the site for this purpose were now magnified. Members considered that their other concerns expressed in relation to application 3/2021/0727 remained equally valid for application 3/2022/0612. Resolved Clerk to submit a consultation response prior to the deadline of 20 July Clerk Lancashire Best Kept Village Competition (LBKVC) 2022 10. a) First round of judging Members noted that the first round of judging had commenced on 1 June and would conclude on 17 July. b) Banner - incorrect spelling of word "Competition" Cllr Wood had been contacted by a local resident to advise that the word "competition" on the banner had been mis-spelled. The Clerk had subsequently checked his records and could confirm that the error was his, having approved the draft provided by the contractor with the mis-spelling already present. As such, he offered to replace the banner at his own expense next year. Members thanked the Clerk for his offer but agreed that the Parish Council would fund the purchase of new banners for 2023. In the meantime, the banners currently on display would be taken down. Resolved Clerk / Lengthsman to remove existing banners Clerk The poor condition of the notice board and bench adjacent to Old Hall on Chapel Lane was mentioned. It was agreed that Cllr Chew would continue with efforts to renovate both. 11. **CCTV** The meeting was attended by two representatives from RVBC (Colin Hirst, Head of Regeneration & Housing, and Sarah Wells, Partnership Officer with responsibility for the RVBC Community Safety Partnership). In discussing the merits of the parish acquiring a CCTV system, Colin confirmed that the police would view the installation of this facility as both a deterrent to criminals and a detection aid when crime had been committed. Given these advantages, there was a general ambition

for parishes across Lancashire to begin to install CCTV more widely. Typically, a parish council would be responsible for maintenance of the system, as well as ensuring that all images were securely retained - in accordance with Data Protection requirements - and that access was restricted to appropriate bodies such as the police. (It would be necessary to identify one or more persons whose contact details would be made available to the police, as the box storing the images may be positioned in a secure location such as the Village Hall).

It was noted that a good community CCTV system was already in operation in Barley, and members agreed that a visit to view the facility – possibly in conjunction with other interested parishes - would be helpful.

In terms of funding, a number of streams were available:

- a) the Parish Council could fund a purchase itself, whether through reserves, local contributions or via the precept;
- RVBC would fund 25% of the capital cost via its Concurrent Functions funding as part of the Community Safety Partnership, and Sarah would be able to assist any bid to access this specific pot;
- c) up to £2.5k was available from LANPAC, and again Sarah would seek to assist here;
- d) wider Community Safety Partnership funding (either LCC or RVBC) may also be available; and
- e) bids of £1k-£10k may be made to the targeted funding held by the Police and Crime Commissioner.

Bids could be made to one or more of the above funding streams, eg 25% from the Concurrent Functions fund at RVBC and an additional contribution to the balance from the Police and Crime Commissioner.

Sarah also offered to assist in terms of securing any necessary permissions / licences / planning consent, and identifying an appropriate location for the cameras to be erected.

Resolved

Sarah to contact the operator of the Barley CCTV system and arrange a joint visit by interested parishes

Clerk to identify members from West Bradford Parish Council who would wish to attend the Barley visit

SW Clerk

12. UK Shared Prosperity Fund (UKSPF)

At the April meeting, Cllr Horkin had informed members that a new UK Shared Prosperity Fund (UKSPF, part of the government's levelling up agenda) had replaced the former European Structural and Investment Fund (ESIF), and as a result the Ribble Valley area was in line to receive funding of around £2m over the next 3 years, with the possibility of continued funding beyond that time. This new funding — which amounted to £31.82 per head of the borough's population over the 3-year period - was a welcome development given that the borough had received no support from the previous ESIF. Members had agreed that it would be

helpful to hold a wider discussion on possible ESIF funding bids for the parish of West Bradford at the June meeting.

Through his position at RVBC, Colin Hirst was able to add to this background and confirmed that – whilst Lancashire districts had been asked to submit a headline investment plan by the end of July – this did not require individual parishes to identify a funding wish list at this stage. Instead, the Borough Council was seeking to confirm a number of higher-level priority areas, including the work on climate change carried out at the Advanced Manufacturing Research facility at BAe.

The Chair thanked Colin and Sarah for their contributions and support.

13. Revised Local Plan 2021-2038

At the May meeting, the Clerk had advised that RVBC was intending to revise its Local Plan and was holding a period of consultation on possible ways forward. The period of consultation was due to end on 7 July and members were invited to consider whether to submit comments on behalf of the village. As part of the consultation process, RVBC had held an event on 6 June with the intention of providing an update on proposed revisions to the Local Plan. Parish Cllr Chew had attended this event, and had subsequently circulated a number of documents from the meeting to which members gave careful consideration.

Resolved

Clerk to draft a consultation response on behalf of the Parish Council and submit it by tomorrow's deadline

Clerk

14. Draft Action Plan 2022

Members considered the following matters in relation to the Action Plan for 2022:

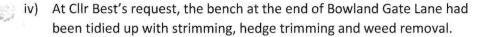
a) Queen's Platinum Jubilee 2022

Members reviewed the various events which had been held over the course of the Jubilee Bank Holiday weekend (2-6 June) and were generally considered to have been a success. The Chair thanked all concerned for their efforts (with a special mention for Cllr Fox, who had assisted with the beacon – in a socially-distanced manner - despite feeling the after-effects of Covid-19). It was agreed that letters of thanks should be sent to the following persons:

- Frank Taylor (for his role in arranging the loudspeakers and acting as compere on the night);
- Gary Young at Castle Cement (for providing the beacon free of charge) –
 this letter should make a special reference to Sam Wrathall for his efforts
 and also provide photographs for the company to use in its promotional
 literature;
- Village Hall Management Committee;
- Jon Pendril (for designing and printing the promotional leaflet);
- The 3 Millstones (for providing the voucher as a prize for the Best Dressed House competition); and
- Revd Christopher Wood (for his role in lighting the beacon).

	Resolved Clerk to send the above letters	
	The Clerk had drafted a notice for possible display at future events, advising attendees that their photograph may be taken and used in publicity material. Members agreed to revisit this matter at the time of the next event.	Cler
	The beacon would be left in situ for now, so that it would be present for imminent events such as sports days etc. It would subsequently be taken down by Castle Cement, who would fit a mesh / netting (to catch falling embers) and then store it on the Chair's property.	
	Members agreed that at some stage it would be desirable to engrave the beacon's shield with the dates on which it was used for royal events.	
	Andrew Marsden had advised the Clerk that he retained the cap to the pipe into which the beacon is inserted. It was agreed that the Chair would collect the cap from Andrew at a future date.	
ii	Special County Church Service to celebrate the Jubilee – Blackburn Cathedral (29	
	Cllr Fox and his wife Janet had been due to represent the Parish Council at this event but unfortunately had been unable to attend due to contracting Covid-19 the day before. The Clerk had sent apologies on the Parish Council's behalf.	
iii Oak Trees		
	The 7 saplings had been delivered on 26 May and remained in the Chair's possession prior to final planting.	
15.	Lengthsman	
a)	Work undertaken since the last meeting:	
	Since the last meeting, the Lengthsman had undertaken the following tasks:	
	 <u>Sweeping of gutters:</u> Grindleton Rd (to Bowland Gate Lane, including wood remain) 	
	 Chapel Lane (twice) Repeat visits to Eastfield Drive, Hillside Drive re pavements / walls 	
	ii) An article introducing the Lengthsman and his role had been placed on the Parish Council website.	
	iii) The Clerk had now received the spraying equipment and materials from Cllr Fox. Spraying commenced on 14 June 2022 and had taken place at:	

- Southfield Drive, Grindleton Rd (Bowland Gate Lane to war memorial),
 Clitheroe Rd (war memorial to Chapel Lane), Chapel Lane
- War memorial to Eaves Hall Lane, Clitheroe Rd (Chapel Lane to Ashridge)



v) Strimmer / grass verges

The Chair had recently been lobbied by local residents who were not supportive of the Parish Council's stance on allowing grass verges to grow wild. One factor in the adoption of this stance had been the current Lengthsman's lack of access to a strimmer. However, Bill Wood had kindly allowed the Lengthsman to use his strimmer and had provided appropriate training / instruction on its use. A fee of £50 for use of Bill's strimmer over the summer months had been negotiated. The following strimming had now been carried out:

- the verge adjacent to the white railings on Clitheroe Rd (which was beginning to become hazardous to road safety); and
- the verge between the entrance to the riverside footpath on Clitheroe Rd and the pumping station.

Resolved

The Parish Council would amend its stance to allow for strimming of grass verges. However, further strimming would not take place until after the end of July, when (i) the first round of judging for the Best Kept Village competition had concluded, and (ii) the date prior to which wildflowers should not be cut had passed.

b) <u>Use of weedkiller</u>

On 4 July, the Clerk had entered into email correspondence with a resident who objected to the use of weedkiller on roads close to Bradford Brook, due to the risk of polluting the river and impacting local wildlife and water creatures such as young trout. The resident went on to ask the Parish Council to consider "issuing a reminder to villagers that they should be careful what they use near the stream and any drains which run into it".

Members acknowledged the importance of ensuring that any weedkiller used had a minimal impact on the local environment, but noted that no serious concerns had been expressed by other residents or responsible bodies such as the Environment Agency. As such they were happy for the responsible and appropriate use of weedkiller to continue, and did not feel that a reminder to villagers was required.

Resolved

Cleek to convey this view to the resident

Clerk

c) <u>Straitgate</u>

On 6 June the Lengthsman had been approached by Bill Wood, who felt that the 3 Millstones end of Straitgate was in need of strimming. The Clerk had since cut back hedge vegetation along the entire length of Straitgate, but the site had subsequently been fully strimmed (although members were unable to identify who had undertaken this work).

d) Public Rights of Way – Local Delivery Scheme (LDS) 2022/23

The Clerk had received an email from LCC inviting the Parish Council to once again apply for the LDS grant of £500. Members agreed that an application for funding to cover 2022/23 would be desirable, and asked the Clerk to complete all necessary documentation (including a report on work carried out to Straitgate over the previous 12 months).

Resolved

Clerk to submit funding application for 2022/23

Clerk

e) LCC – Biodiversity Small Grant Scheme for 2022/23

The Clerk had also been advised of a new grant provided by LCC and intended to promote biodiversity; this consisted of an annual lump sum payment of £300 which was payable in addition to the Local Delivery Scheme. Qualifying works included "communal gardens" and "planting wildflowers". Members agreed that an application for the biodiversity grant 2022/23 would be appropriate, feeling that maintenance of the Coronation Gardens and proposed planting of flowers on Pinfold would fall within the scope of the qualifying works above.

Resolved

Clerk to submit funding application for 2022/23

Clerk

f) Wall on Grindleton Rd (close to Bowland Gate Lane)

In the course of his duties on 7 June, the Clerk had been approached by a local resident objecting to the poor state of the wall / stonework which had come loose and lay on the pavement.

It was agreed that the Clerk would write to the landowner and point out the concerns raised to the Parish Council.

Resolved

Clerk to write

Clerk

g) Overhanging vegetation etc

At the May meeting, it had been agreed that the Clerk would write 3 letters to residents asking them to trim back branches / bushes which encroached onto the pavement; these letters had been sent out on 12 June.

Members were pleased to note that the owners of at least two of the three properties had taken action to address the concerns. It was agreed that further letters would be sent to the two properties to thank them for their efforts to date.

Resolved

Clerk to write

Clerk

Members reported that the hedge at the Hippings House was once again in need of trimming as it impacted on sight lines when approaching the junction with Clitheroe Rd. There was also an overhanging tree which was also in need of cutting back.

Resolved

Clerk to write to the owners of the Hippings House and ask the owners to ensure

Clerk

Members also identified that a bush (albeit one that was kept in a tidy condition) was growing over the pavement on Westfield Drive, and in the interests of consistency a letter should be sent asking for this to be cut back.

Resolved

Clerk to write

Clerk

h) Request for equipment

The Clerk / Lengthsman had to date been using much of his own personal equipment and requested that members authorise purchase of the following:

- gloves
- broom
- dustpan and brush

that the hedge / tree were trimmed

Resolved

Clerk / Lengthsman to purchase equipment as required

Clerk

i) Stile at end of Straitgate

Members agreed that the stile at the entrance to the footpath was in need of urgent repair, and asked the Clerk to contact a local tradesman with a view to obtaining a quote for the work to be carried out. It was agreed that the quote could also cover other long-standing issues, such as (i) the broken footpath sign

	next to Mrs Roberts' house and (ii) the collapsed gate at the entrance to the footpath by the river bank.		
	Resolved Clerk to obtain a quote for all 3 issues	Clerk	
16.	. Banking arrangements		
	The Clerk confirmed that he still awaited confirmation from NatWest that his name had been added to the Parish Council's banking mandate, which would then allow him to pursue the application for online banking.		
17.	. Reports from sub-committees / other meetings attended		
	Playing Field / Village Hall – no update		
	 Parish Councils' Liaison Committee – the Chair had attended the meeting held on 30 June 2022 and gave a brief update on the matters discussed, many of which had formed part of this agenda. 		
	Lancashire Association of Local Councils – no update		
	Hanson Cement Liaison Committee – next meeting to be held on 22 September 2022		
	Lengthsman scheme – discussed in minute item 15 above.		
15.	Correspondence / requests received		
a)	Pinfold		
	Members noted that an email had been received from a local resident suggesting that a bench and interpretation board could be displayed at the Pinfold site. It was agreed that a resident who had previously made suggestions regarding potential use of the Pinfold site would be invited to attend a future meeting of the Parish Council.		
	Resolved Cllr Chew to invite resident	RC	
b)	Grass cutting required – LCC land on Westfield Drive		
	On 13 June, Cllr Wood had contacted the Clerk to report that she had been approached by a local resident objecting to the length of the grass on the area of land owned by LCC on Westfield Drive. It had been stated that the grass had not been cut for 6 weeks when there was a requirement for the work to be undertaken on a fortnightly basis. The Clerk was pleased to report that by 17 June the grass had been cut.		

c)	Letter from LCC – hanging baskets / signage placed on lamp posts	
22	The Clerk had received a letter from LCC pointing out that – should the Parish Council wish to hang an item from a lamp post – permission must be sought and an inspection fee of £55 may be charged.	
d)	Message from Lancashire Police – Good Day Call Service	
	Members noted that an approach had been received from Lancashire Police promoting the work of Age UK, who were running a Good Day Call Service (a weekly, free telephone call to anyone 65+, living in Lancashire who may feel isolated or lonely).	
e)	Preschool Parenting	
	Members noted that an email had been received from LCC's Partnership Team, seeking information relating to the provision of parenting support to Lancashire families.	
f)	ASB survey — PCC	
	Members noted that an email had been received from the Police and Crime Commissioner, requesting that details of a survey to ascertain levels of Anti-Social Behaviour be promoted locally.	
	Resolved	
	Clerk to display details of the survey on the Parish Council's website	Clerk
16.	Any Other Business	
	None was reported.	
	Date / time of next meeting:	
	The next scheduled meeting of West Bradford Parish Council is due to be held on at 7.30pm (there being no meeting scheduled for July).	
- 1		

The meeting closed at 9.20pm

Signed by:		
	Date:	Cllr A Bristol
	31.8.22	Chair Andw BM