

West Bradford Parish Council

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Minutes of the meeting of West Bradford Parish Council held on **Wednesday 25 May 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 Wood Cllr K Horkin (RVBC) County Cllr G Mirfin (LCC)
Apologies:	Parish Cllr M Fox
Members of the public present:	A Marsden C Thornber

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None received	
2.	Minutes of the Last Meeting (27 April 2022): The minutes of the April 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 April meeting would be posted on the Parish Council website <u>Matters arising:</u> a) <u>Local Member Grant Scheme</u> Following the rejection of an application to Lancashire County Council under the above scheme (on the grounds that bids submitted by parish councils were <i>ultra vires</i>), the application – for the purchase cost of 7 oak trees to commemorate the	Clerk

forthcoming Platinum Jubilee – had been resubmitted in the name of the Village Hall. County Cllr Mirfin advised that he had approved the revised application, and the grant of £350 should now have been received by the Village Hall. (NB – the grant funding would ultimately be forwarded to the Parish Council to compensate it for the expenditure already incurred).

The Chair thanked County Cllr Mirfin for his support.

b) Ash Dieback

Progress had now been made in identifying the affected trees in the Chapel Lane cemetery. The Clerk had spoken to Mr Roland Halewood, a representative of the Methodist Church with responsibilities for the maintenance of its local graveyards. Mr Halewood had confirmed that – on receipt of the Clerk’s letter – he had arranged for a local tree surgeon (Roy Cattermole) to deal with the deceased Ash trees, and it was hoped that this work would be completed in the near future.

Resolved
Parish Councillors to continue to monitor the situation

c) Graveyard - Troutbeck

In his discussions with Mr Halewood, the Clerk had also raised the issue of at least one gravestone on the Troutbeck site being covered with ivy; Mr Halewood had indicated his willingness for residents to access the site and remove ivy from gravestones themselves. However, subsequent to this conversation, Cllr Best had obtained photographs which illustrated the extent of ivy growth, as well as identifying other concerns relating to the site. In light of this a number of other options were considered, including contacting RVBC’s Conservation Officer. Cllr Mirfin suggested that an approach might usefully be made to Mr Peter Lumsden, a representative of the Methodist Church whose contact details could be found online.

Resolved
Clerk to write to Mr Lumsden and provide him with details of the Parish Council’s concerns, as well as copies of the photographs for his information

d) CCTV

The Clerk confirmed that an officer from RVBC (Colin Hirst) had agreed to attend the June meeting of the Parish Council in order to discuss potential funding streams for the acquisition of CCTV.

3. **Public questions, comments or representations:**

None

4.	<p>Update from Ward Councillor present:</p> <p>Cllr Horkin updated members on a number of recent civic initiatives, including the mayor-making ceremony and the town-centre parade by the Duke of Lancaster’s regiment.</p> <p>Whilst Council business tended to be quiet at the start of the municipal year, Cllr Horkin was keen to emphasise the forthcoming revisions to the Local Plan – a matter which could have an impact on the parish in terms of future development. Members discussed this issue at some length, stating their opposition to any large-scale housebuilding in West Bradford due to concerns about limited road access and inadequate sewer systems. It was agreed that Parish Cllr Chew would represent the Parish Council at a forthcoming Parish Forum consultation event to be held on 6 June.</p> <p>Resolved Cllr Chew to attend the consultation event Clerk to confirm Cllr Chew’s attendance with RVBC</p> <p>A planning application to convert the former Duke of York public house at Grindleton into housing had been refused; it was still possible that the building would be purchased by a local benefactor and be available for use as a community pub.</p>	RC Clerk
5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>No update</p>	
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – April 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of April 2022 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for April 2022 as presented would be signed off</p>	Chair

8.	<p>Governance</p> <p><u>External Audit 2021/22</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 / submission of all audit paperwork within the constraints set out by the external auditors (PKF Littlejohn).</p> <p>In accordance with this timetable, members were now invited to consider a range of documents at the May meeting. Members were reminded of the following stipulations imposed by the external auditor:</p> <ul style="list-style-type: none"> • the documents were to be presented in the particular order in which the external auditors required approval to be given; and • all the following documents must be approved and sent to the external auditors by the deadline of 30 June 2022, and also published on the Parish Council’s website by the same date. <p>i <u>Presentation of Internal Auditor’s report</u></p> <p>The Clerk was pleased to report that the Parish Council’s internal auditor (Sally Blankenship) had completed her analysis of the Parish Council’s governance / financial arrangements and given a clean bill of health (as evidenced by the copy of her report presented to members). However, the internal auditor had also made certain observations surrounding the Parish Council’s intended use of online banking in the future, with particular reference to the requirement - as set out in the Parish Council’s current Financial Regulations - that online payments should be authorised by two signatories.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • formally adopt the report completed by the internal auditor; • note the comments made by the internal auditor relating to online banking, and to task the Clerk with addressing these concerns prior to its commencement; • authorise the Clerk to (i) send the internal auditor’s report to the external auditor and (ii) arrange for display of the internal auditor’s report on the Parish Council website before 1 July 2022; • formally thank the internal auditor for her efforts in completing the internal audit; and • note the payment of the auditor’s fee of £120. <p>ii <u>Section 1 - Annual Governance statement</u></p> <p>The Clerk had presented a draft Annual Governance Statement for members’ consideration. In determining whether to adopt the Statement, members were asked to take into account a further document compiled by the Clerk, which evidenced his view that all requirements of the Statement had been met.</p>	
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	<p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • note the contents of the draft Annual Governance Statement and the underpinning evidence compiled by the Clerk; • formally adopt the draft Annual Governance Statement and to authorise the Chair to sign it on behalf of the Parish Council; and • authorise the Clerk to (i) send a copy of the signed the Annual Governance Statement to the external auditor and (ii) arrange for its publication on the Parish Council website before 1 July 2022. 	<p>Chair Clerk</p>
<p>iii</p>	<p><u>Section 2 - Accounting Statement</u></p> <p>The Clerk had presented a draft Accounting Statement for members' consideration. This had been completed and signed by the Clerk as Responsible Financial Officer, and members were asked to approved the document and authorise the Chair to sign it on members' behalf.</p> <p>Resolved Members agreed to:</p> <ul style="list-style-type: none"> • note the content of the Accounting Statement presented by the Clerk; • formally adopt the Accounting Statement and to authorise the Chair to sign it on behalf of the Parish Council; and • authorise the Clerk to (i) send a copy of the signed Accounting Statement to the external auditor and (ii) arrange for its publication on the Parish Council website before 1 July 2022. 	<p>Chair Clerk</p>
<p>iv</p>	<p><u>Public Rights / Publication Requirements</u></p> <p>By 1 July 2022, smaller authorities (such as the Parish Council) were obliged to publish various documents on a public website as required by the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. In addition to (i) the internal auditor's report, (ii) the Annual Governance Statement and (iii) the Accounting Statement (all approved and signed as appropriate), the following documents should also be displayed (either under the above Regs or as a matter of best practice):</p> <ul style="list-style-type: none"> • Explanation of variances; • Bank reconciliation; • Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015; and • List of expenditure over £100. <p>The Clerk had presented copies of all the above documents for members' consideration.</p> <p>Resolved Members agreed to:</p>	

	<ul style="list-style-type: none"> • formally adopt the documents set out in the bullet points above; and • authorise the Clerk to send the explanation of variances, bank reconciliation and notice for the exercise of public rights to the external auditor; and • authorise the Clerk to arrange for the display of all the documents listed immediately above (as well as the list of expenditure over £100) on the Parish Council website before 1 July 2022. 	<p>Clerk</p> <p>Clerk</p>
<p>9.</p>	<p>Planning applications considered</p> <p>Cllr Horkin (in his capacity as a member of the RVBC Planning and Development Committee, as well as being the applicant in application 3/2022/0055) did not participate in any discussions on Planning matters.</p> <p>a) <u>Planning Application No: 3/2022/0396 - Eaves Hall, Eaves Hall Lane, West Bradford BB7 3JG</u></p> <p>Details of this application had been circulated to members on 29 April with a deadline for submission of response to the Local Planning Authority of 19 May. Members noted that no response had been submitted to the Borough Council as Local Planning Authority.</p> <p>b) <u>Planning Application No: 3/2022/0446 - Marylebone Farm, Bowland Gate Lane, West Bradford BB7 4TL</u></p> <p>Details of this application had been circulated to members on 12 May with a deadline for submission of any response to the Local Planning Authority of 1 June.</p> <p>Members discussed a number of concerns relating to the application, including:</p> <ul style="list-style-type: none"> • its appearance (considered not to be in keeping with the adjacent properties or rural environment of the AONB); • sight lines / potential for being overlooked by an adjacent property; and • risk of flooding. <p>Resolved Clerk to submit a written response to the consultation, opposing the application and citing the above grounds</p> <p>c) <u>Planning Application No: 3/2022/0360 - Goytlands, 4 Orchard Villas, Grindleton Road, West Bradford BB7 4SU</u></p> <p>Details were circulated to members on 21 May with a deadline for submission of any response to the LPA by 10 June. Members were generally supportive of this application and did not feel that any formal submission to the Borough Council as Local Planning Authority was required.</p>	


10.	<p>Lancashire Best Kept Village Competition (LBKVC) 2022</p> <p>a) <u>Banner</u></p> <p>The Clerk reported that the two banners ordered from Borough Printing had been collected by the Clerk and were available for display.</p> <p>Resolved Cllr Wood to arrange for display of a banner in the garden of a property on Grindleton Rd Chair to arrange for display of a banner at the Coronation Gardens site</p> <p>b) <u>Village “pen-pic”</u></p> <p>The Parish Council had been asked to submit a short “pen-pic” identifying key features in the village for the assessors to consider. With the considerable assistance of Cllr Best, this pen-pic had been submitted in advance of the deadline of 16 May.</p>	MW Chair
11.	<p>Draft Action Plan 2022</p> <p>Members considered the following matters in relation to the Action Plan for 2022:</p> <p>a) <u>Interpretation Board</u></p> <p>Members noted that, following agreement at the April meeting that the interpretation board would be donated to the Village Hall, Andrew Marsden had taken possession of the frame on 24 May.</p> <p>b) <u>Queen’s Platinum Jubilee 2022</u></p> <p>The Clerk pointed out that, whilst preparations for the Jubilee events had moved on apace in recent days, a number of issues were still to be resolved:</p> <p>i) <u>Beacon</u></p> <p>Members noted that the beacon was due to be erected on 27 May, and that the Clerk had met with Andrew Marsden to compile a draft risk assessment. This document – circulated prior to the meeting – led to a lengthy discussion on the type of fuel to be burned; the arrangements for lighting the fire; and the means of putting the fire out on conclusion of the event. It was agreed that these issues could best be addressed at a site meeting when the final height of the basket once in situ could be assessed.</p> <p>Resolved Members thanked Andrew Marsden for his input to the risk assessment Site meeting to be held at 1130 on 28 May Clerk to update Revd Wood on means of igniting the fire once determined</p> <p>Members also discussed the need to fence off one boundary to the beacon area, and also the location where the fireworks were to be positioned.</p>	Clerk

<p>ii</p> <p>iii</p> <p>iv</p> <p>v</p> <p>vi</p>	<p><u>Oak Trees</u></p> <p>The Clerk confirmed that the 7 saplings would be delivered on 26 May, with the Chair to host them temporarily before permanent planting in the Autumn.</p> <p><u>Leaflets</u></p> <p>The leaflets had now been printed and distributed – all those involved were thanked.</p> <p><u>Voucher – 3 Millstones</u></p> <p>Cllr Chew had secured a £30 voucher donated by the 3 Millstones; this was handed to Cllr Horkin as the judge of this event.</p> <p>Resolved Cllrs Chew and Best to meet with Cllr Horkin at 2pm on 3 June at the war memorial, in order to accompany him when touring the village to judge the winner of the competition</p> <p><u>Platinum Jubilee County Service at Blackburn Cathedral</u></p> <p>Cllr Fox and his wife to represent the Parish Council at this event on 29 May.</p> <p><u>Update from Claire Thornber:</u></p> <p>The following arrangements had now been made for the “street party” to be held at the Village Hall on Sunday 5 June:</p> <ul style="list-style-type: none"> • ukulele band to play at 3pm; • although obtaining a bouncy castle had proved problematic, it was hoped that one had now been secured; • games (such as Pin the Jewel on the Queen, hopscotch, a penalty shootout and Connect 4) would all be played; and • the ice cream van had been booked with each child to receive a free ice cream courtesy of the Village Hall. 	<p>RC, HB</p>
<p>12.</p> <p>a)</p>	<p>Lengthsman</p> <p><u>Weeding / sweeping done to date:</u></p> <p>Since the last meeting, the Lengthsman had undertaken weeding / sweeping at the following locations:</p> <ul style="list-style-type: none"> • Remainder of Hillside Drive • Southfield Drive – 10.5 hours to date • Started on Grindleton Rd 	

b)	<p><u>Confidential report – overhanging vegetation</u></p> <p>As previously requested by members, in the course of his work the Clerk / Lengthsman had identified a number of properties where vegetation was considered to overhang the public footpath in an inappropriate manner. These were detailed in a confidential list presented to members for their consideration.</p> <p>Resolved: Clerk to send a letter to all 3 properties identified, asking them to address the issues identified</p> <p>It was agreed that, in order to make residents aware of the Lengthsman’s appointment and the extent / boundaries of his duties, a news item to this effect should be added to the Parish Council website.</p> <p>Resolved Clerk to draft / arrange for publication</p>	<p>Clerk</p> <p>Clerk</p>
13.	<p>Banking arrangements</p> <p>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.</p>	
14.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none">• Playing Field / Village Hall – no update• Parish Councils’ Liaison Committee – the meeting due to be held on 31 March 2022 had been cancelled.• 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 12 above.	
15.	<p>Correspondence / requests received</p> <p>a) <u>Peak and Northern Footpaths Society (PNFS)</u></p> <p>A letter had been received by email from the PNFS, a body which offers donations towards rights of way improvement projects within parishes.</p> <p>Resolved Clerk to approach the PNFS and make enquires in relation to the potential availability of grant funding Clerk to forward details of the PNFS to County Cllr Mirfin</p>	<p>Clerk</p> <p>Clerk</p>

b)	<u>TRO</u> Information about a forthcoming road closure had been received from County Cllr Mirfin. Members noted that the closure related to a section of Eaves Hall Lane from 17 – 21 June 2022.	
c)	<u>Invitation – via Zoom – Bowland’s Dark Skies</u> Parish Councillors had been invited to attend a virtual presentation by local astronomer Robert Ince, to be held on 15 June 2022 from 7-8pm. The presentation would cover the impact of night-time lighting on man and the natural environment. Resolved Clerk to attend	Clerk
16.	Any Other Business	
a)	<u>Potential use for Pinfold</u> Cllr Chew reported that a local resident had approached her with regard to the Pinfold – currently mown by the County Council - and whether it could be allowed to grow wild (in order to increase its attractiveness to bees). Resolved Cllr Chew to liaise with the resident (and invite her to attend a future meeting of the Parish Council if desired)	RC
b)	<u>Blocked gulley</u> The Clerk had been approached by Bill Wood, who felt that a gulley at the entrance to Old Hall on Chapel Lane had become blocked. Resolved Clerk to obtain photos and report to RVBC	Clerk
	Date / time of next meeting: The next scheduled meeting of West Bradford Parish Council is due to be held on 29 June 2022 at 7.30pm.	

The meeting closed at 8.55pm

Signed by:	
Date: 29.6.22	Cllr A Bristol Chair 

6/7/22