

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 29 November 2017 at West Bradford Village Hall**

|  |  |
| --- | --- |
| Members present: | Parish Cllr A Bristol (Chair) |
|  | Parish Cllr H Best (Deputy Chair)  Parish Cllr R Chew |
|  | Parish Cllr M Fox  Parish Cllr M Wood  Cllr B Hilton (RVBC) |
| Apologies: | Cllr P Elms (RVBC) |
| Members of the public present: | None |

|  |  |  |
| --- | --- | --- |
| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (25 October 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 Best  The following comments were made:   * Cllr Bridget Hilton confirmed that she would continue to attend Parish Council meetings as her workload permitted and on alternating basis with Cllr Elms; * Parish Cllr Chew commented that it would be helpful for the village website to have a link to the website of Waddington and West Bradford Primary School. **It was agreed that Cllr Chew would raise this with the headteacher Mrs Healey, for the Clerk to later follow up;** * The gulley at the end of Eaves Hall Lane had nor been addressed and the **Clerk was asked to re-submit this to the County Council**. | **RC**  **AG** |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  Cllr Hilton updated parish councillors on the recent Peer Challenge which the Borough Council had undertaken, this being an external audit carried out by senior members and officers from other local authorities. It was reported that initial feedback from the audit had been encouraging, although areas had been identified where the Borough Council’s performance could be strengthened.  Other matters reported on included:   * the Borough Council was in the process of compiling its Core Strategy; * it had been identified that rural residents faced particular challenges in accessing health care; * a meeting had recently been attended with Mersey Care to discuss the future of the Calderstones facility; * efforts to make the Borough Council a dementia-friendly authority were continuing; and * it was noted that Booth’s supermarkets were in financial difficulty and the business was reportedly for sale. |  |
| 5.  a | **Overview of financial position:**  **Monthly accounts – October 2017**  The Clerk submitted details of income and expenditure for the month of October 2017 for approval by the Council and signing-off by the Chair.  **Resolved**  **That the record for October 2017 as presented would be signed off** | **Chair** |
| b | **Precept 2018/19**  Members were advised of the need to set the Parish Council’s precept for 2018/19. To aid members in their deliberations, the Clerk presented a range of financial options for members to consider. These included an uplift of 1%, 2% or 5%.  Members noted the government’s desire for parish councils to consider all options (including the use of reserves) when setting their precept. However, the Parish Council was aware of financial pressures which it may incur in the coming year, including the proposed war memorial. After noting that an increase of 5% would only raise the average annual cost for each of the 362 Band D households in the parish to £19.36 (an increase of 91p on 2017/18), it was agreed (by unanimous vote) that this option would be chosen.  **The Clerk was asked to formally convey this information to the Borough Council by its deadline of 22 December.** | **AG** |
| c | **NatWest Bank**  At the October meeting, it had been agreed that members would update their financial records held by NatWest bank. However, in view of Cllr Chew’s absence from that meeting, the following actions still needed to be addressed:   * Cllr Chew to sign section 6 of the mandate as a new signatory; * Clerk to submit completed mandate to bank with his appropriate identification; and * Cllr Chew to complete the Additional Party Form and return to the bank with her appropriate documentation.   **The Clerk and Cllr Chew were asked to action the above.** | **RC**  **Clerk** |
| 6. | **Planning applications considered**  No planning applications were considered at the meeting. |  |
| 7. | **Governance arrangements - External audit by BDO (2016/17)**  **Follow-up letter to HMRC**  The Clerk reported that, as no response had been received from HMRC to the letters sent on 24 August and 23 October 2017, at the request of the Chair he had contacted Ian Thompson for further advice. As a result of this he had telephoned HMRC on 28 October and – after considerable effort – had managed to identify the correct branch of HMRC to deal with the matter. There were now grounds for optimism that the issue would be progressed in the near future.  **Clerk to provide an update at the January meeting.** | **Clerk** |
| 8.  a | **War Memorial / centenary celebrations**  **Outcome of Cllr Rigby’s visit**  The Clerk confirmed that he had received correspondence from Cllr Rigby’s office, as a result of which he had completed the necessary paperwork to apply for funding.  **Clerk to update at next meeting.** | **AG** |
| b | **RVBC Planning Committee – 26 October**  Members noted that the planning application had been considered at the meeting of the Borough Council’s Planning Committee on 26 October and granted at that meeting. |  |
| c | **Media interest**  Members noted that – following the attendance of a reporter from the lancashire Evening Telegraph at the Planning Committee meeting on 26 October – another helpful article had appeared in that publication. |  |
| d | **Approaches to local businesses for funding**  The Clerk reported that, out of the several letters sent to local businesses asking for support for the project, only the approach to Hanson Cement had realised any contribution. It was agreed that a face to face approach may therefore yield better results, and members offered to approach the following businesses in person:   * **Cllr Bristol** - E and D Plant Hire, Eric Dugdale Merchants Ltd * **Cllr Fox** – Travis Perkins, Tarmac * **Cllr Chew** – Shackletons, 3 Millstones, Dugdale Nutrition   **It was also agreed that the Clerk would write again to Hanson Cement and thank them once more for their contribution.** | **AB**  **MF**  **RC**  **AG** |
| e | **New funding bids**  Members noted that – whilst a funding bid had been made to the Royal Forest Masonic Lodge – no bid had yet been made to either the Clitheroe or the Ribblesdale Rotary clubs. Details of the appropriate contacts for both of the above could be obtained from David Bristol.  **Clerk to approach.**  Other suggested avenues included:   * John Lancaster Foundation / Ultraframe; and * RVBC   **Clerk also to explore.** | **AG**  **AG** |
| f | **Trapp Forge**  Members noted that an email had been sent on 28 October asking for further information about the products available for the costings previously given. No response had yet been received. |  |
| g | **Timeline**  The Clerk presented a draft timeline which had been developed to capture all relevant deadlines and would form the basis of an Action Plan for the remainder of the project. Members agreed to adopt the proposed timeline and to receive an updated version as a standing item at future meetings. |  |
| 9 | **Newsletter**  The Clerk presented a first attempt at a Xmas newsletter. Members approved of the initial design but it was acknowledged that – in developing the initial draft further - it would be helpful if a technically-minded local resident could be identified who may be willing to assist.  **It was agreed that Cllr Best would approach a particular local resident who may be willing to help.** | **HB** |
| 10 | **SpID**  The Clerk reported that his attempts to identify a possible supplier of a SpID had been unproductive, despite two approaches being made to possible sources of information. It was agreed that further consideration of tis matter should be deferred until the Spring. |  |
| 11  a | **Potholes / wall adjacent to Clitheroe Rd**  **Corrspondence with Cllr Iddon re potholes**  The Clerk reprted that LCC Highways was introducing a “new core system” which would hopefully enable a better a response to the issue of potholes. Given that previous correspondence regarding the problem of potholes in the village had been sent to both LCC Highways and the relevant portfolio holder (Cllr Keith Iddon) without a satisfactory response (if any) being received, it was agreed that the correspondence shopuld be re-sent to the new email address provided by LCC as part of its new core system.  **Clerk to action.** | **AG** |
| b | **Dry stone wall**  Members noted the response from Cllr Atkinson at LCC and expressed disappointment at its lack of helpfulness.  **The Clerk was asked to write to Cllr Atkinson once more, reiterating the Parish Council’s view that repairi / maintenance of the wall is LCC’s responsibility.** | **AG** |
| 12 | **Lancashire Best Kept Village Competition 2017**  Members noted the official corrspondence confirming the successful councils in this year’s event. |  |
| 13 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – it was agreed that a donation of £275 would be made to the Playing Fields Committee in relation to the forthcoming senior citizens’ Xmas party.   **Clerk to arrange**   * Parish Council Liaison Committee – Cllr Chew gave a comprehensive update on the meeting she had attended on 9 November 2017. A presentation had been given the County Council’s Director of Public Health on the health problems associated with increased longevity. It was also noted that Simonstone had developed a list of community contacts which aimed to put people in touch with local experts / other like-minded residents. * Lancashire Association of Local Councils – there had been no attendance at the meeting held on 28th November 2017. * Hanson Cement –next meeting will be on 27 March 2018. * Lengths-man scheme – It was noted that Mr Roy Green had tendered his resignation in a letter received that day. The Council agreed that Mr Green had provided a very good service, for which they thanked him, and a replacement would be sought in the Spring. Mr Green had returned the leafblower to the Parish Council. | **AG** |
| 14  a | **Correspondence / requests received**  **LCC Winter briefing note – November 2017**  Noted. | **Clerk** |
| 15  a | **Any Other Business**  **Bradford Bridge**  Cllr Fox reported that he had been made aware of the potential closure of Bradford Bridge for up to 1 year from April 2018; this was based upon information appearing on the County Council’s website. Given that such a closure would have major implications for the village, it was agreed that **Cllr Wood would make contact with an officer in LCC Highways and see what she could discover as a matter of priority.**  [1.12.17 – Cllr Wood confirmed that she had spoken to Peter Wilkinson, bridge maintenance officer and was advised that the bridge was due a PBI (Principal Bridge Inspection) next year. LCC is obliged to give 3 months’ notice for a road closure - as the precise date of the inspection is yet unknown the County tends to apply for a year-long road closure, allowing them to undertake the necessary work at any time convenient to them during this period. It was confirmed that any closure would only be for a sort period in practice, namely a day or two at most.] | **MW** |
| b | **Xmas tree**  Cllr Bristol reported that he was in the process of acquiring the xmas tree for the village. |  |
| c | **Old Post Office**  Cllr Chew expressed concern at the length of time taken to complete the external works to the house at Bridge End, including the retention of scaffolding and the parking of industrial machinery by the road side at its narrow point prior to the 3 Millstones.  **Clerk to draft a letter and send.** | **AG** |
| d | **Clitheroe Advertiser**  Cllr Chew offered to contact the Clitheroe Advertiser with regard to updating the contact details for the Parish Clerk in the “What’s On” section.  **Cllr Chew to undertake.** | **RC** |
| e | **Footpath**  Cllr Fox stated that he had been made aware of a tree falling down on the footpath running towards Drake House.  **Chair to explore with the complainant.** | **AB** |
| f | **Ecumenical Carol Service**  Cllr Best confirmed that she had been invited to represent the Parish Council in giving a reading at the above service.  The Chair thanked Cllr Best for her efforts. |  |
| g | **Defibrillator**  Members asked that a Xmas Card be sent to Darren Hudson to thank him for his work in monitoring the defibrillator.  **Clerk to arrange.** | **AG** |
|  | **Date / time of next meeting:**  The next meeting will be held at 7.30pm on Wednesday 31 January 2018 at West Bradford Village Hall (there being no further meeting over the Xmas period). |  |

**The meeting closed at 9pm.**

|  |  |  |
| --- | --- | --- |
| Signed by: |  | |
|  | Date:  31.1.18 | Cllr A Bristol  Chair |