

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 29 September 2021
at West Bradford Village Hall**

The meeting was held on a socially-distanced basis.

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr H Best Parish Cllr M Fox Parish Cllr M Wood Cllr K Horkin (RVBC)
Apologies:	Parish Cllr R Chew (Vice Chair)
Members of the public present:	Ms M Ashworth

1.	Disclosure of interest: None received	
2.	Minutes of the Last Meeting (25 August 2021): The minutes of the August 2021 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 August meeting would be posted on the Parish Council website	Clerk

	<p><u>Matters arising:</u></p> <p><u>Proposal to develop a website for West Bradford</u></p> <p>The meeting was attended by a local resident who had approached the Parish Council with an offer to develop and run a "West Bradford news website". The resident outlined the possible content of such a website, including:</p> <ul style="list-style-type: none"> • alerting residents to the Best Kept Village competition; • promotional events run by local businesses such as the Three Millstones or social events at St Catherine's church; • updates on issues of local significance such as the works on the river bank, HARP etc; • details of Parish Council meetings, Village Hall events etc; and • links to key service providers, eg local police contacts. <p>Members agreed that such a facility (particularly an interactive one that facilitated community engagement) would be of real benefit. However, they concluded that further development of the existing Parish Council website was preferable to the establishment of additional one, and it was agreed that the Clerk would work with the local resident to develop the project further.</p> <p>Resolved Clerk to liaise with local resident to explore further development options, and to report back to a future meeting Clerk to liaise with Jon Pendril and ensure that his input to the project was sought</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>The Chair welcomed Cllr Horkin to his first meeting of the Parish Council. By way of introduction, Cllr Horkin outlined his political career to date, including his current roles on committees of RVBC.</p> <p>Cllr Horkin advised members that RVBC's Concurrent Functions Grant (CFG) was being expanded to cover the acquisition of CCTV. Should the parish council purchase a CCTV facility, the CFG would cover 25% of the capital costs and 25% of the running costs in perpetuity.</p> <p>In relation to HARP, Cllr Horkin confirmed that he was aware of the potential impact on village life, and this led to a general discussion on relations with Lancashire County Council and how these could be improved. Cllr Horkin suggested that members may wish to invite the County Councillor responsible for West Bradford (County Cllr Ged Mirfin, Ribble Valley North East) to a future meeting so that this topic could be further pursued. As well as HARP, in the course of the meeting the following issues were identified as being particularly worthy of a future discussion with County Cllr Mirfin:</p>	

	<ul style="list-style-type: none"> perceived ongoing difficulties in communicating with LCC (Chair); the poor condition of footpaths / pavements in the parish (Cllr Fox); and uncut trees proving a hazard to traffic flow / road safety (Cllr Wood / Chair). <p>Resolved Clerk to write to County Cllr Mirfin and invite him to a future meeting</p> <p>Cllr Horkin informed members that RVBC had successfully submitted a funding bid to Sport England, with £0.5m allocated as a result. Of this, the first tranche of £200k had been received and the Borough Council now welcomed applications from community groups who would wish to access this. It was agreed that the proposed exercise track for which the Village Hall Management Committee was currently seeking planning approval may qualify for potential funding.</p> <p>Resolved Cllr Wood to advise the Chair of the Village Hall Management Committee of this potential funding stream</p>	<p>Clerk</p> <p>MW</p>
5.	<p>Bradford Bridge</p> <p>a <u>Repair to wall on Clitheroe Rd</u></p> <p>Members were reminded that, at the August meeting, the Clerk had been asked to raise with LCC a number of issues pertaining to the repair of the riverside wall. These issues included:</p> <ol style="list-style-type: none"> whether repairs would be carried out to the dry-stone wall to the northern side of Clitheroe Rd; whether damage to white railings adjacent to the above wall would also be repaired; and whether there was any prospect of the temporary traffic lights currently deployed on Clitheroe Rd / Bradford Bridge being made permanent. <p>This approach had been made by email to the Highways District Partnership Officer on 30 August 2021. With regard to point i above, repairs to the gap in the wall had (coincidentally) commenced on 31 August and were now concluded. However, with regard to points ii and iii, LCC had responded as follows:</p> <ul style="list-style-type: none"> point ii above – any request for repairs to the railings should be directed to the landowner; and point iii above - the traffic lights were currently of a temporary nature and the installation of permanent signals was not being considered at this time. <p>Cllr Wood advised members that a local resident had circulated a petition seeking support for permanent retention of the temporary lights, with over 100 signatures being gathered (equating to 90% of residents approached).</p>	

	<p>Cllr Horkin confirmed that he had discussed the issue of the lights with Nigel Evans MP and County Cllr Mirfin, requesting for a site visit to be organised and appropriate data regarding traffic usage to be collated.</p> <p>In discussion, members expressed differing views on the possible retention of the temporary lights, and it was agreed that further evidence on the level of local support should be gathered in the coming weeks.</p> <p>Resolved Clerk to write to the landowner and ascertain his intentions with regard to a repair of the damaged railings (noting that if the damage were an indirect result of the LCC road closure, this may give the landowner a remedy against LCC) Clerk to seek to establish the level of support for retention of the traffic lights by seeking comments through the Parish Council website A further discussion (and the recording of members views through a vote) would be held at a future date.</p> <p>b <u>Wider / associated traffic issues</u></p> <p>Members noted that vehicular access had recommenced over Coplow Bridge on 1 September 2021, albeit with the use of temporary traffic lights.</p> <p>In addition, the junction of Eaves Hall Lane and Waddington Rd had been closed traffic on 20 – 21 September to enable utility works to be carried out.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>Cllr Horkin indicated that, as a locally-elected member, the extent to which he could comment on HARP was limited to information already in the public domain.</p> <p>Members noted that a report on HARP had been presented to RVBC's Policy and Finance Committee on 14 September. The minutes of this meeting confirmed that – although the standard 21-day notification / consultation period for HARP applications had expired - comments would be accepted up to the date of consideration by RVBC's Planning and Development Committee given the significant nature of the applications.</p> <p>Members considered whether any further comment was required from the Parish Council, but felt this to be unnecessary at this juncture.</p>	
7.	<p>Overview of financial position:</p> <p>a <u>Monthly accounts – August 2021</u></p> <p>The Clerk submitted details of income and expenditure for the month of August 2021 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for August 2021 as presented would be signed off</p>	<p>Chair</p>

b	<p><u>Budget Monitoring – Q2 2021/22</u></p> <p>The Clerk provided a full breakdown of the 2020/21 budget at the end of Q2.</p> <p>Resolved Members noted the Q2 budget monitoring report and approved its content.</p>	
c	<p><u>Concurrent Functions Grant 2021/22</u></p> <p>The Clerk reported that, on 23 September, he had been advised by RVBC that a Concurrent Functions Grant of £305 would be paid to the Parish Council for 2021/22. (This grant was at the tapering rate of 25% of WBPC’s share of the available grant fund).</p>	
8.	<p>Governance</p> <p><u>External Audit 2020/21 - update</u></p> <p>In accordance with the Annual Governance and Accountability Return 2020/21 (AGAR), the Clerk confirmed the following:</p> <p>a <u>External Audit 2020/21 – final outcome of limited assurance review</u></p> <p>On 26 August, the Clerk had received the external auditor’s confirmation of the final outcome of the limited assurance review. The external auditors had noted the internal auditor’s identification of 3 failings (in relation to Objectives L-N of the internal audit) and advised “that action is taken to address these areas of weakness in a timely manner”.</p> <p>In order to overcome the weaknesses identified, the internal auditor had made 3 recommendations, each of which members considered in turn. These were:</p> <ul style="list-style-type: none"> i. that the executive powers (adopted at the start of the Covid pandemic) were removed at the earliest opportunity and normal business practices resumed; ii. that all documentation (including minutes of the Parish Council meeting held in September 2020) should be placed on the Parish Council website as it was previously. This should also confirm that the previous year’s exercise of public rights was carried out effectively; and iii. that all members should sign off documentation for the audit in 2020/21 to ensure appropriate governance moving forward. <p>After due deliberation, members confirmed that all steps identified by the internal auditor in her recommendations had now been carried out to their satisfaction, and no further action was required by the Parish Council in response to the findings of the external audit.</p>	

b	<p><u>Conclusion of limited assurance review</u></p> <p>The Clerk outlined the remaining actions required to formally conclude the process of limited assurance review for 2021/22.</p> <p>It was agreed that the Clerk should complete the Notice of Conclusion of Audit and display it on the Parish Council website (along with the external auditor's certificate) from 30 September 2021. The Notice would stipulate that a fee of £5 to cover administrative costs would be charged in the event that any copy documentation was requested.</p> <p>Members agreed that copies of the appropriate AGAR documentation would be retained for the period of 5 years as required.</p> <p>Resolved Clerk to action</p>	Clerk
9.	<p>Planning applications considered</p> <p>Cllr Horkin indicated that, as a member of RVBC's Planning and Development Committee, he would not participate in discussions on this item.</p> <p>The following requests were considered:</p> <p>a) <u>Planning Application No: 3/2021/0900 (Seedall's Farmhouse, Eaves Hall Lane, West Bradford BB7 3JJ)</u></p> <p>Details of this application had been circulated to members on 10 September. No adverse comments had been received and no consultation response had been submitted.</p> <p>b) <u>Planning Application No: 3/2021/0877 (Dove Syke Nursery, Eaves Hall Lane, West Bradford BB7 4JG)</u></p> <p>On 22 September 2021, the Clerk had circulated details of the above application to members. Members expressed the view that, in their opinion, the planning history of the building in question showed it to be authorised solely for agricultural / mixed use rather than residential, and to approve the current application would set an undesirable precedent within an Area of Outstanding Natural Beauty.</p> <p>Resolved Clerk to submit a consultation response as set out above Clerk to provide Cllr Horkin with information regarding the planning history of the site</p>	Clerk Clerk

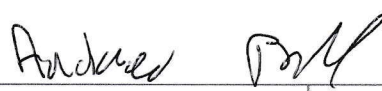
c	<p><u>Planning Application No: 3/2021/0882 (Seedalls Farmhouse, Eaves Hall Lane, West Bradford Clitheroe BB7 3JG)</u></p> <p>Members were supportive of a number of elements of this application which would enhance the appearance of the buildings (use of natural materials on proposed outbuildings, demolition of the old porch on the main farmhouse). However, they questioned the future use of the proposed 2-bedroomed annexe, which may be considered suitable for use as a holiday let (although such use does not feature in the application).</p> <p>Resolved Clerk to forward this comment to the Local Planning Authority under the consultation process</p>	Clerk
d	<p><u>Planning Application No: 3/2021/0888 (Seedalls Bungalow, Eaves Hall Lane, West Bradford Clitheroe BB7 3JG)</u></p> <p>It was agreed that no comments would be submitted under the formal consultation process.</p>	
10.	<p>Lancashire Best Kept Village Competition (LBKVC) - Update</p> <p>Following general concerns being expressed about the tidiness of the village over the summer months, the Chair confirmed that he had approached the Lengthsman with regard to his attendance at the October meeting of the Parish Council for further discussion.</p>	
11	<p>Operation London Bridge</p> <p>In the absence of Cllr Chew, this item would be deferred until the October meeting.</p>	
12	<p>Straitgate / LCC grant for PROW maintenance</p> <p>Members had asked the Clerk to approach LCC and seek agreement that the £500 grant (2020/21) should be rolled over into 2021/22. Confirmation had been received from LCC that this would be acceptable so long as funding was spent on the PROW network only.</p> <p>The Clerk also showed photographs of two damaged areas of Straitgate; he had sought to involve LCC in the repair of these, and LCC had agreed to consider the situation in accordance with its criteria for priority / risk. However, no definitive confirmation of LCC's stance had yet been received.</p> <p>The Clerk reported that (at the instigation of Cllr Fox) he had received a quote for the cost of repairing the damage to Straitgate; the estimated cost of repair was £3300). Members were grateful for submission of the quote, but felt that it would be appropriate for at least one other quote to be obtained.</p>	

	<p>Cllr Fox queried whether the Parish Council needed to erect signage warning users of the footpath to be aware of the areas where slippage had occurred. It was agreed that guidance should be sought from LCC on his issue.</p> <p>Resolved Clerk to contact a local builder who had previously undertaken work for the Council and seek an additional quote Clerk to advise the provider of the quote which had been considered at the meeting and advise him of the decision reached Clerk to explore the issue of signage erection with LCC</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
13	<p>Action Plan 2021</p> <p>In relation to the Action Plan, the following matters were discussed:</p> <p>a) <u>Interpretation Board</u></p> <p>The Clerk reported that since the last meeting:</p> <ul style="list-style-type: none"> • Cllr Chew had forwarded a photograph of the interior of St Catherine’s Church to the residents (Mr and Mrs Wilson) who have offered to produce a draft version of the board; and • Mr and Mrs Wilson continued to work on the draft version presented to members by Cllr Best at the August meeting. They had encountered some technical difficulties in moving this forward, which they would continue to work on during their vacation. It was hoped that a final version may be available by mid-October. <p>b) <u>Remembrance Day</u></p> <p>The Clerk reported that a wreath and 40 reusable poppies for display around the village had been ordered from the Royal British Legion.</p> <p>Resolved Clerk to contact the Royal British Legion and check on progress</p> <p>c) <u>Queen’s Platinum Jubilee 2022</u></p> <p>Members updated Cllr Horkin on their proposals to date. Cllr Horkin confirmed his enthusiasm for supporting events such as the “Big Lunch”, and members discussed whether a joint initiative with the Village Hall Management Committee may be feasible moving forward.</p>	<p>Clerk</p>
14	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – it was reported that the Village Hall may continue to be used as a Covid vaccination centre until February 2022. Plans for the proposed exercise track continued to be developed, and the Management Committee had considered the creation of a small meeting room on the first floor. 	

	<ul style="list-style-type: none"> Parish Councils' Liaison Committee – next meeting 11.11.21. Cllr Horkin (who sat on the Committee) asked if a representative of the Parish Council could be in attendance. Lancashire Association of Local Councils – no update Hanson Cement Liaison Committee – meetings had resumed on 23 September 2021 Cllr Wood reported that the site was busy due to an uptake in the national demand for cement. Site management had considered the installation of a new scrubber to control emissions, but this would have a capital cost of £15m and annual running costs of £2m. (This led to a wider discussion between members on local air quality and the nature of materials burned at the site as fuel). It was stated that the site was aiming to produce carbon neutral cement by 2050. There had recently been a concern over cars trying to cross the railway line when warning lights at the crossing were in operation, but a new gated crossing would cost £2m to install. Lengthsman scheme – discussed in item 10 above 	
15	<p>Correspondence / requests received</p> <p>None</p>	
16	<p>Any Other Business</p> <p>a <u>Damage to railings at Coronation Gardens</u></p> <p>On 19 September, a Witness Appeal message had been circulated at the request of Cllr Chew; this had confirmed that damage to the railings at the Coronation Gardens had occurred on 13 September. The damaged railing had subsequently been removed and retained by the Chair for safe keeping. It was felt that a long-term solution to the problem would be to reinstall the railings at a point further back from the roadside, which the Chair kindly agreed to do.</p> <p>Resolved Chair to reinstall railings so as to avoid future traffic impact, along with replacement of the damaged flags</p> <p>b <u>Grass on Chapel Lane</u></p> <p>Cllr Wood reported that several complaints had been received regarding grass on Chapel Lane which may have fallen from passing agricultural vehicles. It was noted that uncut trees could have been a factor in this situation, and this issue should also be raised with the County Councillor.</p>	Chair

	<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council is due to be held on 27 October 2021 at 7.30pm.</p>	
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The meeting closed at 9.12pm

Signed by:		
	Date: 27.10.21	Cllr A Bristol Chair