

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 27 September 2017 at West Bradford Village Hall**

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| 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 |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (23 August 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  Matters arising:   1. Pot-holes   Members noted the correspondence on the matter of pot-holes from the County Council and Nigel Evans MP. It was agreed that Mr Evans would be approached on the topic once more when he made his “summer surgery” visit on 28 September.  **Cllrs Bristol, Chew, Wood and also Cllr Hilton to raise the issue with Mr Evans at this meeting.**   1. Defibrillator   Members were grateful that Darren Hudson had agreed to undertake the role of weekly monitoring and asked the Clerk to write a letter of thanks to him.  **Letter to be sent.**  Members noted that the issue of the defibrillator doors was still to be resolved and requested an update at the next meeting. | **Clerk** |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  Cllr Hilton explained that the new electoral arrangements were in place and as a result there would be only one elected member to cover both West Bradford and Grindleton. This was to reflect the increasing population in the Whalley and Clitheroe areas of the Borough, which meant that the redistribution of members to wards was necessary.  The Borough Council had undertaken a consultation exercise on the proposed introduction of Dog Control Orders, which would require dog owners to keep their pets on a lead whilst on council-owned land. The consultation had provoked a mixed response from the public, with a 50:50 split (although a petition with 900 people opposing the proposal had been submitted). The Council was also proposing to provide free bags in order to encourage dog walkers to pick up dog mess.  The Borough Council was seeking to become registered with the Alzheimer’s Society as a “dementia friendly” authority – this would mean adopting a range of measures to encourage residents living with dementia to remain in their own homes (eg large car parking spaces, colour coded routes in and out of public buildings etc). Banks would be encouraged to report customers who they felt may be need of support and assistance. The disease was under-diagnosed but the proposed measures it was felt that the proposed measures would assist a large number of residents of the Borough. |  |
| 5. | **Overview of financial position:**  The Clerk submitted details of income and expenditure for the month of August 2017 for approval by the Council and signing-off by the Chair.  **Resolved**  **That the record for August2017 as presented would be signed off**  The Clerk confirmed that it had become necessary to update the Parish Council’s contact details held by Nat West Bank, as well arrange for the names of a former councillor (Mr Perry) to be removed and the name of a new councillor (Cllr Chew) added as a cheque signatory. As a result of a conversation with Nat West on 6 Sept a letter had been drafted for the current signatories to sign. Members agreed to sign this and asked the Clerk to then send it off.  **Clerk to send letter to Nat West.**   1. Budget Monitoring – Q2 (Appendix 4)   The Clerk presented a summary of the Council’s financial position over the second quarter (July – Sept 17). Members noted that there were no pressing financial concerns and agreed to receive a further update at the end of quarter 3 (December 2017). | **Chair**  **Clerk** |
| 6. | **Planning applications considered**  Members considered the following applications:  Applicant: Mr M Hudson Planning Application No: 3/2017/0862  Grid Ref: 374128 444427 Proposal: Proposed installation of new electrically operated gate fixed to the rear side of the existing wall. Location: Millstone House, Waddington Road, West Bradford Lancashire BB7 4SX  It was agreed that the application contained little detail about the precise nature of the gates and as such it was difficult for the Parish Council to comment further.  **Resolved**  **Clerk to email Borough Council** | **Clerk** |
| 7. | **Governance arrangements - External audit by BDO (2016/17)** |  |
|  | Members received details of the certificate provided by the external auditor BDO (dated 11 Sept 2017) and discussed the issue at length. The Parish Council formally accepted the certificate and agreed that the certificate was a fair reflection of the current position.  **Resolved**  **Clerk to display the above certificate and the Notice of Conclusion of Audit on the Council’s website and main notice board for 14 days from 30 Sept 2017.**  Members noted that the following weaknesses had been identified by the internal auditor, namely:  • VAT issues  • Budget monitoring process  • Asset register  It was felt that good progress had been made with regard to VAT and the budget monitoring process, although the issue of the asset register was still to be resolved.  **Resolved**  **Chair and Clerk to meet to progress the asset register and report back to the next meeting** | **Clerk**  **Chair / Clerk** |
| 8. | **War Memorial / centenary celebrations**  Members noted the considerable progress which had been made since the last meeting, with particular regard to the submission of the planning application (due to be determined by committee at RVBC on 26 October).  The following decisions were made:   1. Building work   Parish Cllr Fox declared a personal and prejudicial interest and left the room at this point.  The Chair informed the meeting that two quotes had been submitted for the groundworks required to renovate the site of the Coronation Gardens (where the stone cross would be located). The two quotes were presented and considered by the Parish Council. Members voted on the decision, and it was **unanimously** agreed that Mr Sam Conmee would be asked to undertake the work on the basis of his quote submitted to the Clerk by email on 17 Sept.  **Resolved**  **Clerk to contact Mr Conmee and inform him of the outcome**  Cllr Fox was recalled to the room and informed of the above decision by the Chair.   1. Purchase of stone cross   Members received a written quotation from Brent Stevenson for the cost of the stone cross. It was agreed that the cross should be purchased and the Clerk was asked to progress this before the December deadline.  **Resolved**  **Clerk to confirm purchase with Mr Stevenson**   1. Royal Forest Masonic Lodge   The Clerk confirmed that he had written to the Masonic Lodge with a copy of the quote for the stone cross, in order to explore whether any funding may be available. However, no response had been received.  **Resolved**  **Clerk to send a follow-up letter**   1. Draft letter to potential sponsors   The Clerk presented a draft letter which he had produced in anticipation of it being sent to local businesses which may be willing to support the project (either financially or with goods in kind). With one minor amendment members were comfortable with the drafting, and identified the following businesses as ones which could potentially be approached as the project progressed:   * 3 Millstones * Chamber of Commerce * Dugdale Nutrition * E and D Plant Hire * Eric Dugdale * Eaves Hall (James’ Places) * Hanson’s Cement (NB – Clerk to provide Cllr Wood with a copy of the draft letter prior to her attendance at the next liaison meeting with the company on 9 October) * Johnson Matthey * LCC (Cllr Paul Rigby is PC Champion) * RVBC * Shackletons * Tarmac * Travis Perkins   **Resolved**  **Cllr Chew to approach a local business contact and establish when may be the best time from a business perspective for a funding request to be made.**  Members also discussed:   * The inclusion of information in a newsletter to villagers * Setting up a Just Giving page * How to deal with any surplus which funding requests may ultimately generate   It was also agreed that Cllr Chew would approach a local gardening company for their thoughts on possible planting arrangements / garden design in front of the stone cross (so as to give an aesthetic appearance but not detract from the sight line to the cross from the road).  **Resolved**  **Cllr Chew to approach** | **Clerk**  **Clerk**  **Clerk**  **Cllr Chew**  **Cllr Chew** |
| 9 | **Public Footpath – Chapel Lane to Clitheroe Rd, West Bradford**  Members received an update on the progress made by the County Council in adopting the above footpath. It was agreed to monitor the position moving forward. |  |
| 10. | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall (21 Sept) – Cllrs Fox and Wood no major spending projects pending resolution of the ongoing VAT issue * Parish Council Liaison Committee – Cllr Chew updated on the previous meeting which had featured initiatives around cyber-bullying. Cllr Bristol had attended the meeting on 14 Sept, which featured a discussion on plans to re-open libraries which had been closed due to financial pressures. The meeting had been attended by Cllr Paul Rigby, the County Council’s Champion for Parishes, and it was agreed that Cllr Rigby should be invited to attend a future meeting.   **Resolved**  **Clerk to approach Cllr Rigby**   * Lengths-man scheme - Cllr Wood confirmed that the lengthsman had now finished his summer hours and his latest salary claim was submitted. | **Clerk** |
| 11. | **Correspondence / requests received**  SPID – Waddington PC  Members noted that a SPID may be available and asked the Clerk to make enquiries with Waddington PC.  **Resolved**  **Clerk to approach** | **Clerk** |
|  | Electoral Review of Ribble Valley – Final Recommendations  Members noted the information.  Broadband universal service obligation – consultation  Members noted the information.  Dog fouling bags and notice  Members noted the information. |  |
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| 12. | **Any Other Business**  Cllr Chew asked that any information relating to future Parish Council Liaison meetings should be sent to both her and the Chair.  **Resolved**  **Clerk to arrange**  The Chair expressed concern at the condition of the wall below the 3 Millstones and asked that an appropriately-worded letter be sent to the owner.  **Resolved**  **Clerk to arrange** | **Clerk**  **Clerk** |
|  | **Date / time of next meeting:**  The next meeting will be held at 7.30pm on Wednesday 25 October 2017 at West Bradford Village Hall. |  |

**The meeting closed at 8.50pm.**

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| Signed by: |  | |
|  | Date:  25.10.17 | Cllr A Bristol  Chair |