**West Bradford Parish Council**

Clerk:

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**Minutes of the meeting of West Bradford Parish Council held on Wednesday 25 January 2017 at 7.30pm at West Bradford Village Hall**

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| Members present: | Parish Cllr A Bristol (Chair) |
|  | Parish Cllr H Best (Deputy Chair) |
|  | Parish Cllr M Wood |
|  | Cllr B Hilton (RVBC) |
| Apologies: | Parish Cllr M Fox |
|  | Cllr P Elms (RVBC) |
| Members of the public present: | Ruth ChewMargaret CobbAnne ConnollyGlenda HeananAnne Iphofen |

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| 1. | **Disclosure of interest:**None received |  |
| 2. | **Minutes of the Last Meeting (7 December 2016)**The minutes were signed by the Chair as a true and accurate record of the meeting, with the following exception:Cllr Wood confirmed that the correct date of the meeting with Hanson Cement re excessive dust was 2 October 2016, not 23 September as stated.Proposed by: Cllr H BestSeconded by: Cllr M Wood |  |
| 3. | **Matters arising:**These were considered as appropriate during the course of the agenda rather than as a specific agenda item. |  |
| 4. | **Public questions, comments or representations**Glenda Heanan expressed concern at the number of potholes in roads in the village. She stated that she had raised this issue with the County Council’s Highways Department in September 2016 and been informed that repair work should have been completed by 22 September 2016; however this deadline had not been met. Cllr Hilton explained the financial constraints under which the County Council was currently operating, and Ruth Chew commented on the need to prove that the potholes were a danger to road safety.**Resolved****1) That all village residents should be encouraged to e-mail their concerns at potholes in the village to the County Council, and also to the Parish Council (as evidence of local concern)****2) That the contact e-mail address for the County Council should be placed on the village website****3) An expression of concern should be made to the local MP** Anne Iphofen commented on the increased number of dog faeces left on the pavement on Grindleton Rd. Cllr Hilton felt that this may be due to the increased number of visitors over the holiday period and outlined the efforts made by the Borough Council to combat what was a Borough-wide problem (including increased publicity, more dog wardens and funding for a new warden’s van). | **Residents****Clerk****Clerk** |
| 5. | **Update from Ward Councillors present**Cllr Hilton:* explained that the consultation on the proposed new market in Clitheroe was now concluded and the submitted comments were now being considered;
* stated that over 1000 comments had been submitted via the consultation exercise on the recent proposals by the Boundary Commission. A report was due after an anticipated period of 3 months for consideration; and
* a new drop-in clinic for members of the farming community was available. It was acknowledged that members of the rural community were vulnerable in terms of health and the new facility provided access to checks for blood pressure, urine and weight. Anne Connolly commented that a coffee morning in support of this initiative was due to be held at Grindleton Pavilion on 18 March 2017.
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| 6. | **Overview of financial position**The Clerk submitted details of income and expenditure for the month of December 2016 for approval by the Council and signing-off by the Chair.**Resolved****That the record for December 2016 would be signed off**The Clerk proceeded to present details of a draft budget for the Parish Council which he had compiled to response to concerns expressed in the interim testing and follow up report (see item 8 below). Members agreed that the draft budget was a positive step forward and asked the Clerk to continue to develop this approach.**Resolved****Clerk to continue development of the draft budget document**The Clerk then presented a Powerpoint presentation on his initial analysis of the budget since taking up post on 1 January 2017. The presentation set out details of the phasing of income / expenditure over the financial year; the proportion of expenditure which went on administrative costs; and the interaction with the Playing Fields Committee on items purchased. Members commented on the helpfulness of the presentation, which assisted in their understanding of the budget and gave greater transparency to financial governance.**Resolved****Clerk to continue analysis of the budget and give an updated presentation at year end.**  | **Chair****Clerk****Clerk** |
| 7. | **Planning applications to be considered**The Clerk reported on planning application 3/2016/0279 (refusal of listed building consent for Dove Syke on Eaves Hall Lane). The report was noted. |  |
| 8. | **2015 year end and 2016 interim testing and follow up report – financial governance procedures**The Clerk presented details of an audit report completed in December 2016 which considered aspects of the Parish Council’s governance procedures. In particular, the report identified a number of areas where governance needed to be more robust. These included the need for:* a draft budget to be prepared (which would give increased financial control and transparency);
* the introduction of a Job Description for the Clerk (containing details of the role of Responsible Officer for finance); and
* the introduction of Standing Orders and other control procedures such as a Code of Conduct for members.

The Clerk confirmed that some of these issues had already been addressed, with work on a budget being underway and the Clerk’s Job Description due to be finalised imminently. However, it was conceded that work to introduce Standing Orders etc would take a little longer to bring to fruition. |  |
| 9. | **Risk Assessment 2016** The Clerk had circulated details of a draft Risk Assessment compiled by his predecessor for consideration by members, as well as a more streamlined version which was understood to be in use in other local Parish Councils. **Resolved**1. **The more streamlined format of the version in use by other Parish Councils was preferred**
2. **Clerk to develop a Risk Assessment in this format for use during 2017/18**
 | **Clerk** |
| 10. | **Casual Vacancy – replacement for Cllr Perry**The Clerk outlined the process for filing a Casual Vacancy on the Parish Council, and confirmed that appropriate notices had been displayed in the Parish notice boards inviting any 10 local residents to require an election within the requisite 14 day period. This statutory period expired on 26 January 2017 and if no such notification was received, Parish Councillors were free to co-opt any interested resident into the Casual Vacancy.**Resolved****Parish Council to assess the situation in advance of February meeting, with a view to holding an appropriate exercise at that meeting to co-opt into the vacancy** | **Chair / all** |
| 11. | **War Memorial / centenary celebrations** Parish Councillors held a general discussion about their objective of introducing a village war memorial to commemorate the centenary of the end of World War I in November 2018. There was some consideration of where any memorial should best be located, with the consensus being in favour of the proposed site on the Coronation Gardens. The following next steps were agreed:* establish planning permission is needed;
* an approach should be made in the near future to local stone masons, with a view to determining the cost of manufacture

**Resolved****Clerk to confirm whether application for planning permission is required** | **Clerk** |
| 12. | **Development Plan**The Clerk presented a draft Development Plan, which built upon the document previously prepared by then Cllr Perry and was intended to capture the Parish Council’s aims / objectives for 2017/18. Councillors approved of the format and content of the document and it was agreed that it would continue to be presented to future meetings.  |  |
| 13. | **Reports from sub-committees / other meetings attended*** Playing Field / Village Hall

Cllr Best reported that the work to the play area (resurfacing and new equipment) would need to take place to meet health and safety requirements. A revised quote had been received which was more expensive than originally envisaged.* Parish Council Liaison Committee

Next meeting 6.30pm 26 January 2017, Chair to attend* Lancashire Association of Local Councils (no report)
* Hanson Cement

Next meeting to take place on 24 March 2017* Lengths-man scheme

The Chair confirmed that Cllr Wood and her husband (who had previous experience of acting as lengths-man) had kindly agreed to undertake supervision of the existing lengths-man in terms of advising him of work to be carried out, obtaining his timesheets etc. The Chair thanked Cllr Wood and her husband for their support on this matter. |  |
| 14. | **Correspondence received:**The Clerk outlined a range of documentation which had been received and circulated to members for their consideration: |  |
| a) | State of Rural Services Report 2016This document set out a consideration of issues (health, crime, employment) which impact on rural communities.The report was noted. |  |
| b) | Press release / request to report broken payphonesThe Borough Council had issued a press release requesting that details of broken payphones were reported to them.The report was noted. |  |
| c) | Transport presentation – 9.5.17This invitation to attend a presentation on Transport matters in May 2017 was noted but a decision on whether to attend was deferred. |  |
| d) | Appointment of new external auditor for 2017/18The report confirming the appointment of a new external auditor from 2017/18 was noted, although it was acknowledged that this would have no immediate impact with the auditor for 2016/17 remaining the same. |  |
| e) | Battle’s Over – A Nation’s TributeThis report set out details of an initiative to commemorate the centenary of the end of World War I through a national chain of beacons. It was felt that this fitted in well with local plans to celebrate this centenary (see item 11 above) and should be supported.**Resolved****Clerk to formally register the interest of the Parish Council in supporting this initiative** | **Clerk** |
| f) | LCC Budget Savings proposalsThe report set out in detail the latest savings proposals put forward by the County Council, ad was noted.  |  |
| 15. | **Any Other Business**The Clerk informed members that application forms for the Best Kept Village competition had now been received. It was agreed that the village would enter as usual for the 2017 Small Village category.**Resolved****Clerk to progress** Cllr Wood then raised a number of issues:1. A wagon had collided with the wall at the Coronation Gardens causing minor damage to brickwork which needed repairing

**Resolved****Chair to consider action required** 1. Roads needed sweeping following the winter loss of leaves from trees
2. Tannalised wood needed to be used by the river on Strait Gate as previous repairs would not provide a long term solution
3. A fence and stile had been placed across Strait Gate blocking a footpath

**Resolved****Chair to consider action required** 1. The village phone box needed some attention before it could be used to house a defibrillator, as proposed

**Resolved****Chair to consider action required** Cllr Best stated that earlier that week a white Scania articulated lorry (left hand drive) had been involved in a collision with Bradford Bridge. Cllr Best felt the vehicle may have been travelling to Hanson’s Cement.**Resolved****Cllr Best to establish if the company had any record of the vehicle involved in the collision** | **Clerk****Chair****Chair****Chair****Cllr Best** |
|  | **Date / time of next meeting:**The next meeting will be held at 7.30pm on Wednesday 22 February 2017 at West Bradford Village Hall.  |  |

**The meeting closed at 9pm.**

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| Signed by: |  |
|  | Date:22.2.17 | Cllr A BristolChair |