

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 25 October 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 M FoxParish Cllr M Wood |
| Apologies: | Cllr P Elms (RVBC)Cllr B Hilton (RVBC)Parish Cllr R Chew |
| Members of the public present: | None |
| County Councillors present: | County Cllr Paul Rigby was warmly welcomed to the meeting in his capacity as the County Council’s Champion for the Parishes. |

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| 1. | **Disclosure of interest:**None received |  |
| 2. | **Minutes of the Last Meeting (27 September 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 |  |
| 3. | **Public questions, comments or representations:**None |  |
| 4. | **Update from Ward Councillors present:**None |  |
| 5.a | **Overview of financial position:****Monthly accounts – Sept 2017**The Clerk submitted details of income and expenditure for the month of September 2017 for approval by the Council and signing-off by the Chair.**Resolved****That the record for September 2017 as presented would be signed off** | **Chair** |
| b | **NatWest Bank**The Clerk reported that – as requested at the Sept meeting – he had made contact with NatWest Bank with a view to updating various details in relation to signatories etc. However, the Bank had confirmed that it required the completion of other appropriate documentation in order to make the desired changes. Members considered the position and determined that the following actions should therefore be taken:* **The following formal minute will be made to support the proposed revisions:**

**“the authorised signatories in the current mandate for account number 01039024 held with Nat West Bank, be changed in accordance with sections 5 and 6 of the appropriate mandate (which will continue as amended)”;*** **Cllr Chew will be asked to sign section 6 of the mandate provided by the Bank as a new signatory;**
* **Cllr Chew to complete the Additional Party Form and return this to the Bank with her appropriate documentation / proof of identity;**
* **Cllrs Best and Wood will sign section 8 of the mandate (as currently authorised signatories); and**
* **Clerk to submit the completed mandate to the Bank with his appropriate identification / proof of identity.**
 | **RC****RC****HB, MW****Clerk** |
| 6. | **Planning applications considered**Members considered the following applications:Applicant: Mr Ingham Planning Application No: 3/2017/0950Location: Hancock House Eaves Hall Lane West Bradford BB7 3JGProposal: The application is for a two storey extension to gable end, creating new entrance to property. Removal of part of the garage structure. Erection of garden room to north of main house.Members considered the above application and did not feel that there was any need for comment to be submitted to the Planning Authority. |  |
| 7.a | **Governance arrangements - External audit by BDO (2016/17)**Asset RegisterAs requested at the Sept meeting, the Chair and Clerk had met to discuss the draft Asset Register and revise it in light of recent developments regarding the relationship with the Village Hall Management Committee. A copy of the revised draft was presented to members for their consideration. Members suggested that the following issues arising from the draft were of relevance:* Given the lack of understanding of how the Coronation Gardens and Pinfold came to be under the Parish Council’s control, it was agreed that further enquiries should in due course be made with the Land Registry to see if this provided any further detail;
* The Clerk should be asked to make further enquiries at the Land Registry with regard to the 3 parcels of land for which the Parish Council had responsibility for maintenance (but not ownership);
* The issue of the land on which the Village Hall was situated should also be investigated with the Land Registry;
* The defibrillator to be installed at Three Rivers Caravan Park should also be added to the Register. (In due course, this would need to be registered with NWAS and a volunteer to carry out the weekly checks identified); and
* An additional bench on Clitheroe Rd (near to Parish Cllr Chew’s residence) should also be added to the Register.

**Members agreed that the Clerk should be asked to carry out the above actions. Subject to this, the draft Asset Register 2017/18 would be formally adopted as required by the Internal Auditor in her report for 2016/17 (and endorsed by the external auditor in their “Issues Arising” report for the same period). Members asked that a formal minute of this decision be made.** | **Clerk** |
| b | **Follow up letter to HMRC**Members were reminded that a letter had been was sent to HMRC on 24 August 2017, but no response (or even acknowledgment) had been received. In light of this, advice had been sought from Ian Thompson (VAT advisor) and – with the agreement of the Chair – a polite enquiry as to whether our original correspondence had been received had been sent on 23 October. A further update on the position would be provided to the November meeting. |  |
| 8.a | **War Memorial / centenary celebrations** Overview of War Memorial project for Cllr Rigby’s benefitThe Chair gave a brief Powerpoint presentation which informed Cllr Rigby of the Parish Council’s ambition to erect a war memorial to commemorate the village’s fallen during the Great War. Cllr Rigby seemed impressed by the proposed plan and kindly offered to make a financial contribution (likely to be around £500) to the project from his County Council fund. The Chair formally thanked Cllr Rigby on behalf of the Parish Council, and it was agreed that Cllr Rigby would forward the necessary documentation to the Clerk for a funding application to be made. Cllr Rigby also indicated that he may welcome a further funding application in the next financial year to cover the cost of new railings for the Coronation Gardens site. On departing he also expressed an interest in attending (along with his wife) any future launch event.During the discussion, Cllr Best reported that she had been in touch with a lady called Marianne Wilson (who was in possession of email addresses relating to the relatives of the 9 fallen from the village). It was felt that it would be appropriate to inform the relatives of the fallen of the Parish Council’s plans, and also explore whether they wished to make a contribution to the project.**Cllr Best offered to approach Ms Wilson for the email addresses and then pass them to the Clerk for an approach to be made.**  | **HB** |
| b | Planning ApplicationMembers noted that the planning application would be considered at the meeting of the Borough Council’s Planning Committee on 26 October. |  |
| c | Building WorkMembers noted the helpful infomation provided by Sam Conmee regarding the quantities of building materials estimated as necessary to renovate the Coronation Gardens area. **Clerk to write and thank Sam for this information.** | **Clerk** |
| d | Ordering of stone crossMembers noted that the stone cross had been ordered and a confirmatory email received. |  |
| e | Approach to Royal Forest Masonic Lodge for potential funding contributionMembers noted that dialogue with the Royal Forest lodge was continuing and agreed that a further approach should be made in early 2018 (as agreed by the Clerk and his contact at the masonic organisation).  |  |
| f | Approaches to local businesses for fundingThe Clerk informed members that letters had been sent to a number of local businesses informing them of the project, but no responses had yet been received.However, the Clerk had also entered into correspondence with Trapp Forge regarding the provision of replacement handrails for the Coronation Gardens. **Clerk to write again to Trapp Forge and ask them to possibly visit the site, with a view to providing the Parish Council with greater information about the products available for the prices quoted.**  | **Clerk** |
| g | NewsletterMembers discussed the Chair’s suggestion that it would be appropriate to circulate a newsletter to residents of the village before Xmas. The newsletter could provide an update on the War Memorial as well as changes in personnel on the Parish Council. It was agreed that the format used in previous years needed updating in terms of presentation and content.**Chair and Clerk to meet and produce a draft for the next meeting**. | **Chair****Clerk** |
| h | Support from Holden Clough nurseryMembers were updated on the offer by Holden Clough nursery to provide plants (and possible maintenance of plants for a period to be agreed after completion). Members were appreciative of the offer and asked the Clerk to write and thank John Foley for his support.**Clerk to write to John Foley.** | **Clerk** |
| 9 | **Proposed purchase of permanent Xmas tree**The Chair confirmed that the usual source of a 15’ Xmas tree(Empress) could not supply this year, so an alternative provider would need to be approached. In light of this, and the ongoing annual expense of buying, the Chair suggested that it may be preferable to permanently locate a Xmas tree at the revamped Coronation Gardens site. Members discussed the relative merits of having a permanent tree and identified that al slow-growing variety would be required. It was agreed that members would consider this and the topic would be revisited before Xmas 2018. |  |
| 10 | **Clitheroe Advertiser**The Clerk confirmed that he had been unable to find an ongoing reference in the Advertiser to the previous Clerk. It was suggested that this was in the “What’s On in the Villages” section.**Clerk to have another look and contact Advertiser as appropriate**. | **Clerk** |
| 11 | **Reports from sub-committees / other meetings attended*** Playing Field / Village Hall – it was reported that, in order to make financial transactions easier, the management committee had approached the Charity Commission and secured agreement to change its name to “West Bradford Village Hall”;
* Parish Council Liaison Committee - next meeting on Thursday 9 November 2017;
* Lancashire Association of Local Councils - next meeting 1900 hrs on Tuesday 28th November 2017 in the upstairs committee room
* Hanson Cement – Cllr Wood reported that a 3.5 hour meeting had been held on 9 October. The company was seeking to explore the use of recycled materials for its burner, including plastic chips from old vehicles. The plant would be closing on 6 Jan 2018 for 25 days for annual maintenance. The company was spending £47m over the next 5 years on refurbishment, and the next meeting would be on 27 March 2018.
* Lengths-man scheme – now on winter hours.
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| 12a | **Correspondence / requests received**SpIDMembers discussed an approach from the other Parish Councils with whom the SpID was shared. It was noted that, as the SpID was now defunct, it was not worth continuing with the shared arrangement and the Parish Council would look to purchase its own SpID in future. Whilst LCC tended to prefer mobile SpIDs, members felt that a solar-powered model located at a permanent location would be the better option for us. **The Clerk was asked to advise the other Parish Councils that the shared arrangement would be discontinued and undertake the following research on the matter:*** **Approach Speedaware at LCC for their thoughts;**
* **Approach Hanson Cement as they were understood to have recently erected 2 on site.**
 | **Clerk** |
| b | Potholes – email from LCCMembers considered an email response from LCC which had taken some months to arrive. Cllr Rigby helpfully suggested that any future correspondence should go to Cllr Keith Iddon, Portfolio Holder for Highways and Transport.C**lerk to approach Cllr Iddon.**With regard to the wall adjacent to the river on Clitheroe Rd, members noted that the County Council denied ownership and suggested that an approach be made to the landowner. **Clerk to approach our local County Councillor (Cllr Albert Atkinson) for his assistance.** | **Clerk****Clerk** |
| c | WebsiteMembers noted that an approach had been made to include a reference to St Catherine’s Church on the West Bradford website.**Clerk to contact the requestor and arrange.** | **Clerk** |
| 13 | **Any Other Business**Cllr Fox reported that there were ongoing problems with an overflowing drain at the bottom end of Eaves Hall Lane. **Clerk to report to LCC.** | **Clerk** |
|  | **Date / time of next meeting:**The next meeting will be held at 7.30pm on Wednesday 29 November 2017 at West Bradford Village Hall.  |  |

**The meeting closed at 9pm.**

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| Signed by: |  |
|  | Date:29.11.17 | Cllr A BristolChair |