

West Bradford Parish Council

Clerk:

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Minutes of the meeting of West Bradford Parish Council held on Wednesday 26 October 2022 at West Bradford Village Hall

Members present:	Parish Cllr A Bristol (Chair) Parish Cllr M Fox Parish Cllr M Wood
Apologies:	Parish Cllr R Chew (Vice Chair) Parish Cllr H Best Cllr K Horkin (RVBC)
Members of the public present:	None

1.	Declarations of Pecuniary, Other Registrable and Non-Registrable Interests None	
2.	Minutes of the Last Meeting (28 September 2022): The minutes of the September 2022 meeting were signed by the Chair as a true and accurate record. Proposed by: Cllr M Wood Seconded by: Cllr M Fox Resolved It was agreed that the minutes of the 28 September meeting would be posted on the Parish Council website <u>Matters arising:</u> a) <u>Repairs to kissing gates etc</u> Prior to the meeting, Cllr Chew had confirmed by email that - as requested at the September meeting - she had approached a local contractor to establish whether he was willing to repair the broken items (kissing gates and pole for the footpath sign) in the village. Unfortunately, the contractor had confirmed that he would be	Clerk

	<p>unwilling to undertake the work due to the need for groundworks to be carried out.</p> <p>However, Cllr Fox had entered into further discussions with a local contractor who may yet be willing to undertake the work. The contractor would visit the relevant sites and let Cllr Fox know if he was able to proceed.</p>	
3.	<p>Public questions, comments or representations:</p> <p>None</p>	
4.	<p>Update from Ward Councillor present:</p> <p>None</p>	
5.	<p>Bradford Bridge</p> <p>No update</p>	
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>At the September meeting, members had discussed the lack of response to the Parish Council's attempts to recoup the cost of the Clerk's services when covering the special meeting held on 29 June. As a result, and in seeking to resolve the matter, Cllr Horkin had offered to raise the issue with County Cllr Mirfin. Unfortunately, in Cllr Horkin's absence, no further update was available.</p> <p>Resolved Further discussion to be deferred to the next meeting, Clerk to diary</p>	Clerk
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – August 2022</u></p> <p>Members were reminded that the Clerk had previously been unable to reconcile the accounts for August 2022 as no bank statement had been received. A reconciliation exercise had now been undertaken and no discrepancies found.</p> <p>b) <u>Month of September 2022</u></p> <p>The Clerk submitted details of income and expenditure for the month of September 2022 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for September 2022 as presented would be signed off</p>	

c)	<p><u>Claim for VAT owed</u></p> <p>The Clerk reported that he had submitted a claim to HMRC for a refund of VAT owed, amounting to £198.50.</p> <p>This exceeded the annual budgeted amount by £48.50 (largely due to the large capital outlay on the fireworks for the recent Jubilee).</p>	
d)	<p><u>Grant funding received</u></p>	
i)	<p><u>Concurrent Functions Grant</u></p> <p>RVBC had advised the Clerk that payment of £435 had now been made for the Concurrent Functions grant 2021/22.</p>	
ii)	<p><u>LCC</u></p> <p>The Clerk had received confirmation that the following funding had been paid into the Parish Council's bank account:</p> <ul style="list-style-type: none"> • Local Delivery Scheme (PROWs) - £500 • Biodiversity grant - £300 	
e)	<p><u>Level of grant funding claimed</u></p> <p>At the September meeting, Cllr Horkin had commented that – as a member of the RVBC Policy and Finance Committee - he had recently seen a document summarising the amount of grant funding claimed by individual parish councils, and the amount claimed by West Bradford Parish Council appeared lower than that claimed by authorities of a comparable size. The Clerk had therefore carried out a review of the grants available and monies claimed. This exercise had established that, whilst the Parish Council had consistently claimed from the larger grant pot (Concurrent Functions) available from RVBC, more bids could indeed be made to the smaller grant pots (eg Ribble Valley in Bloom and Christmas Lights) should members so wish.</p> <p>In addition, the Clerk confirmed that the Parish Council had made a significant number of other successful funding bids to a range of organisations; since April 2017, these had totalled £8475. (This sum included grant funding relating to the cost of the war memorial which had been secured from organisations, but excluded donations from private individuals). Furthermore, some £3000 of VAT had been recouped from HMRC over the same period. The amount of funding recouped by the Clerk in grants / VAT refunds from April 2017 to October 2022 amounted to a significant portion of his gross salary claimed over that period.</p> <p>Resolved Members noted the report</p>	

8.	<p>Governance</p> <p><u>External Audit 2021/22</u></p> <p>a) <u>Update - retrospective approval: Certificate of Exemption</u></p> <p>The annual audit process had been concluded by the Clerk displaying the certificate of exemption on the Parish Council website prior to the stipulated deadline of 30 September.</p> <p>The Clerk proposed to write to the internal auditor and advise her of the outcome of the process. This correspondence would make reference to the certificate of exemption (which had been applied for subsequent to her participation and without her knowledge) and again thank her for her support throughout.</p> <p>Resolved Clerk to update the internal auditor</p>	Clerk
9.	<p>Planning applications considered</p> <p>a) <u>Planning Application No: 3/2021/1020 - Eaves Hall, Eaves Hall Lane, West Bradford BB7 3JG</u></p> <p>At the September meeting, Cllr Fox had asked for an update on the above application, which had sought approval for an amended design of eco-lodge. The Clerk now reported that the application had been rejected by RVBC, and the applicant had subsequently appealed to the Planning Inspector. The Planning Inspector had refused the applicant's appeal, citing a number of reasons including the grounds that:</p> <p style="padding-left: 40px;">"the amendments proposed, by virtue of their design, external appearance and orientation would unacceptably harm the character and appearance of the area."</p> <p>It was however presumed that the original design for the eco lodges, as approved in application 3/2020/0544, remained valid.</p> <p>b) <u>Planning Application No: 3/2022/0737 – Laneside Farm, Grindleton Road, West Bradford BB7 4QJ</u></p> <p>The Parish Council had considered this application in detail at the September meeting, and it had been agreed that a consultation response would be submitted prior to the deadline of 3 October. The Clerk provided a copy of the submission for members' information.</p> <p>The Chair had considered whether to make an approach to the applicant in order to seek clarification on a number of its aspects. However, he reported that – after careful consideration and taking advice on the matter – he had concluded that</p>	

	<p>initiating further dialogue with the applicant would not be an appropriate way forward.</p> <p>Members noted that the applicant had now also filled in the gap between two existing buildings and asked the Clerk to research whether this development activity had the requisite planning consent. If not, the Clerk was requested to forward a letter of complaint to RVBC.</p> <p>Resolved Clerk to research and refer as appropriate</p> <p>c) <u>Planning Application No: 3/2022/0779 – Land to East of Bowland Gate Lane, West Bradford BB7 4TL</u></p> <p>This application had also been considered at the September meeting, and again the Clerk had been asked to write to RVBC and express concern at the decision reached (namely that no approval for the structure was required, it being considered to fall within the permitted development regime for agricultural buildings). The Clerk provided a copy of the submission for members’ information.</p> <p>d) <u>Planning Application No: 3/2022/0877 - Westfield House, Grindleton Road, West Bradford BB7 4SZ</u></p> <p>Members considered the application and concluded that the submission of comments to RVBC would not be required.</p> <p>e) <u>Planning Application No: 3/2022/0855 – Millhouse, Clitheroe Road, West Bradford, Lancashire BB7 4SH</u></p> <p>Members noted that this application had been received but not yet allocated by RVCBC and was described on their website as “non invalid”.</p> <p>Members considered the application and concluded that the submission of comments to RVBC would not be required.</p> <p>f) <u>Planning Application No: 3/2022/0915 – Three Rivers Woodland Park, Moor Lane, West Bradford Clitheroe BB7 3JG</u></p> <p>Members noted that this application had been received by RVCBC and was described on their website as “registered”).</p> <p>Resolved Members agreed to consider this application in further detail once consultation comments were invited</p> <p>g) <u>List of contested applications</u></p> <p>The Clerk pointed out that there had recently been an increase in the number of planning applications which required the Parish Council to submit written</p>	<p>Clerk</p>
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	<p>RVBC, at a cost of £462. Members expressed reluctance to pay the fee required and instead asked the Chair to remove the banner at his convenience.</p> <p>Resolved Chair to remove</p>	Chair
12.	<p>CCTV</p> <p>At the September meeting, members had agreed that further dialogue with the police would be helpful in order to firm up the proposed locations for any CCTV cameras to be purchased. However, with the assistance of Sarah Wells at RVBC, the Clerk had subsequently been contacted by ITUS Security Systems of Barnoldswick (RVBC's preferred partner) with a view to a site meeting being arranged; the purpose of this meeting was to allow the contractor to develop a quote for the provision of 3 cameras.</p> <p>With the agreement of the Chair, a site meeting had been held on 19 October. Attending with the Clerk was Jon Harris, Director of ITUS Security Systems and a former police officer. It had been hoped that the quote would be received in time for consideration at this meeting of the Parish Council, but unfortunately it had not yet arrived.</p> <p>The Clerk reported that the contractors would find it difficult to install CCTV if the cameras were not within the line of sight from the preferred local hub (the Village Hall). As this was the case, other options may need to be considered, including:</p> <ul style="list-style-type: none"> • linking in with other locally-established CCTV networks; or • using solar panels to provide power for each camera individually, although this may prove prohibitively expensive. <p>In discussing the above, members felt that the most cost-effective option may be the installation of one camera on Grindleton Rd (facing Grindleton and linked in to the Village Hall CCTV network), with Clitheroe Town Council potentially funding a camera at Castle Cement and Waddington PC potentially funding a camera on West Bradford Rd. However, it was acknowledged that such an option would require considerable consultation /dialogue to be undertaken.</p> <p>Members thanked the Clerk for meeting Mr Harris and agreed to defer further discussion until the next meeting, when hopefully the quote had been received.</p> <p>Resolved Clerk to diary</p>	Clerk
13.	<p>Draft Action Plan 2022</p> <p>Members considered the following matters in relation to the Action Plan for 2022:</p> <p>a) <u>Remembrance Sunday – preparations to be made</u></p> <p>The Clerk reminded members that this year the Service of Remembrance would be held at 10.15am on 13 November 2022 at St Catherine's Church, before continuing at the war memorial at 11am. The following preparations were discussed:</p>	

	<ul style="list-style-type: none"> • David Bristol had confirmed that the Coronation Gardens would be tidied prior to the service; • a wreath had been obtained from the Royal British Legion (RBL) at a cost of £20. Members agreed that a further donation to RBL funds of £30 would also be appropriate; • the Chair took possession of the wreath and agreed to lay it on behalf of the Parish Council at the Service of Remembrance; • the Clerk had counted the re-usable poppies available – these numbered 59. It was agreed that these would be erected around the village on Saturday 29 October, with members meeting at the war memorial at 1pm to carry this out. The Clerk was asked to send an invitation to members absent from the meeting; • the Chair would erect the commemorative banner on the Coronation Gardens; and • the Union flag would be flown from Saturday 29 October. <p>Resolved Clerk to pay RBL for the wreath and provide the agreed donation Chair to lay wreath at Service of Remembrance Clerk to send invitation to members to assist with display of poppies Chair to erect banner on Coronation Gardens Clerk to arrange for Union flag to be flown</p> <p>The Clerk was asked to email Cllr Chew and establish whether she had had any further thoughts on (i) the means by which the Last Post could be played at the ceremony (either by a bugler or via a recording) and (ii) the identity of potential stewards (who would wear hi-viz jackets and manage the flow of traffic during key moments of the Service of Remembrance).</p> <p>Resolved Clerk to email Cllr Chew</p>	<p>Clerk Chair Clerk Chair Clerk</p>
b)	<p><u>Coronation Gardens – Interpretation Board</u></p> <p>At the September meeting, members had agreed to reassess the size of a new frame for an interpretation board to be purchased; this would be done with the aid of templates to be produced by Cllr Chew to the following sizes:</p> <ul style="list-style-type: none"> • A1 (594 × 841 millimetres or 23.39 × 33.11 inches) • A2 (420 x 594 millimetres or 16.53 x 23.38 inches) <p>The Clerk reminded members that they had agreed to convene at the Coronation Gardens site after the service of remembrance on 13 November in order to determine the preferred size of frame.</p> <p>Resolved Clerk to email Cllr Chew and remind her of the above</p>	<p>Clerk</p>
c)	<p><u>Xmas tree</u></p> <p>In 2021, the village Xmas tree had kindly been donated by Hanson Cement. It was not yet clear whether the same arrangement would be made in 2022.</p> <p>Resolved Clerk to contact Sam Wrathall</p>	<p>Clerk</p>

d)	<p><u>Oak Trees</u></p> <p>The trees remained in the possession of the Chair pending relocation to the Village Hall site. Arrangements for their replanting were still to be finalised by the Village Hall Management Committee, members of which would let the Chair know once they were ready to receive the trees.</p>	
14.	<p>Lengthsman</p> <p>a) <u>Work undertaken since the last meeting:</u></p> <p>On 13 October, both the Lengthsman and Cllr Chew had carried out litter picking around the village, the purpose being to ensure that the village was tidy prior to the Best Kept Village presentation event at Eaves Hall. The Lengthsman had focused on Eaves Hall Lane and Grindleton Rd (the latter being particularly problematic), and on 14 October he had concentrated on Clitheroe Rd and Waddington Rd.</p> <p>On balance, the work was generally felt to be worthwhile, with a large amount of rubbish being removed, including some fly tipping taken away by Cllr Chew.</p> <p>Members agreed that the exercise should be repeated on an annual basis.</p> <p>b) <u>Strimmer / grass verges:</u></p> <p>Around two-thirds of the area in front of the white railings on Clitheroe Rd had now been strimmed.</p> <p>c) <u>Leafblower</u></p> <p>The Clerk had now collected the leafblower from Bill Wood and (as agreed) taken it to be serviced by Steven Dobson of Grindleton.</p> <p>Members commented that fallen leaves were a potential traffic hazard on Chapel Lane and asked the Clerk / Lengthsman to deploy the leafblower there at the earliest opportunity.</p> <p>Resolved Clerk to action</p>	Clerk
15.	<p>NatWest banking arrangements</p> <p>a) <u>Mandate</u></p> <p>At the September meeting, it had been agreed that:</p> <ul style="list-style-type: none"> the Chair and Vice-Chair would act as the nominated co-signatories to the Banking for Communities facility operated by NatWest. This would initially require their names to be added to the banking mandate; and 	

	<ul style="list-style-type: none"> the names of a number of former parish councillors remaining on the banking mandate should now be removed. <p>By late October, the necessary request Had been submitted to NatWest and authorised by both the Clerk and Cllr Best. However, the Chair and Vice Chair still needed to electronically sign the forms.</p> <p>Resolved Clerk to diary a review of the situation at the November meeting</p> <p>Once changes to the mandate are completed, the Parish Council would presumably be in a position to resubmit the application form for online banking.</p> <p>b) <u>Closure of Clitheroe branch</u></p> <p>The Clerk had received confirmation that closure of the Clitheroe branch would take place on 15 February 2023. It was not envisaged that this would make a great deal of difference in terms of everyday banking services, although the account address would change to the Blackburn branch and any face-to-face queries would need to take place there.</p>	Clerk
16.	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> Playing Field / Village Hall – it was reported that work was due to commence on the small upstairs meeting room; this would be carried out on an ad hoc basis by a retired person. Parish Councils’ Liaison Committee – next meeting to be held on 10 November, Cllr Chew to attend Lancashire Association of Local Councils – no update Hanson Cement Liaison Committee – the meeting had been held on 29 September 2022, with both the Chair and Cllr Horkin in attendance. The Chair talked through the minutes of the meeting, which had been previously circulated. The next meeting would be held on Thursday 23 March 2023 at 10am in the Conference Room at Ribblesdale Works. Lengthsman scheme – discussed in minute item 14 above. 	
17.	<p>Correspondence / requests received</p> <p>a) <u>Lancashire Parish and Town Council Conference – 12 November 2022</u></p> <p>Members received a draft agenda for the above event, which would be from 0930 – 1440 hours on Saturday 12 November 2022, at the Exchange, County Hall Preston. Unfortunately, no representative was available to attend.</p>	

b)	<p><u>Webinar - National Lottery Heritage Fund</u></p> <p>This event was due to take place on 27 October, and would explain how grant funding was available for nature-based projects. No representative was available to attend</p>	
c)	<p><u>Attachments to lighting columns</u></p> <p>The Clerk had circulated details regarding LCC's newly-adopted policy relating to the attachments of any items (bunting, signs or Xmas lights) to lampposts.</p>	
d)	<p><u>Consultation exercise – LCC – enforcement of moving traffic</u></p> <p>LCC had indicated that it would hold a 6-week public engagement exercise that would run until the 27th November on its intention to apply for new powers to enforce moving traffic contraventions.</p>	
18.	<p>Any Other Business</p>	
a)	<p><u>Water running down highway – junction of Eaves Hall Lane and Waddington Rd</u></p> <p>Cllr Fox reported that this long-running problem (first reported to LCC in July 2021) had not yet been resolved and was likely to pose a road traffic hazard when worsening winter weather came in.</p> <p>Resolved Clerk to again raise the issue with LCC, and copy in County Cllr Mirfin to any correspondence</p>	Clerk
b)	<p><u>Footpath impeded</u></p> <p>A member raised concerns over a private vehicle which had been under repair for over a month. One of its wheels had been removed and throughout this period it had been obstructing the public footpath adjacent to the owner's property.</p> <p>Resolved Clerk to report to LCC Highways Enforcement staff</p>	Clerk
c)	<p><u>Coronation of King Charles III</u></p> <p>The Chair reminded members that the coronation of King Charles III was due to take place on 6 May 2023, and the village may wish to hold a celebratory event to mark the occasion. After some discussion, it was agreed that this would be a good idea; in particular it was felt that a repeat of the firework exercise held to mark the late Queen's Jubilee would be well received.</p> <p>Resolved Cllrs Fox / Wood to raise the suggestion at the next meeting of the Village Hall Management Committee, and establish the level of support Clerk to diary a further discussion at next meeting, with a view to a booking of the fireworks being made asap</p>	MF / MW Clerk

d)	<u>Clerk – new duties</u> The Clerk advised members that he was now also acting as Clerk for Grindleton Parish Council. This arrangement was for a trial period of 6 months.	
e)	<u>Proposed change of date for next meeting</u> Due to other unavoidable commitments, the Chair requested a revised date for the November meeting. Resolved Clerk to arrange and advise members accordingly	Clerk
f)	<u>Donation – Senior Citizens’ Xmas Party</u> It was agreed that a donation should once again be made to the above event. To reflect increased costs, the donation would this year rise from £275 to £300. Resolved Clerk to arrange payment with Chair of the Village Hall Management Committee	Clerk
Date / time of next meeting: The next scheduled meeting of West Bradford Parish Council is due to be held on 30 November 2022* at 7.30pm. *Date subject to change		

The meeting closed at 8.35pm

Signed by:		
	Date: 2911.22	Cllr A Bristol Chair 