

West Bradford Parish Council

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Minutes of the meeting of West Bradford Parish Council held on **Wednesday 30 September 2020
at West Bradford Village Hall**

The meeting was held on a socially-distanced basis and in accordance with the Rule of 6.

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

1.	Disclosure of interest: None received	
2.	Minutes of the Last Meeting (26 February 2020): Members noted that no meeting had been held since February 2020 due to the Covid-19 pandemic. The minutes of the February meeting were signed by the Chair as a true and accurate record of the meeting. Proposed by: Cllr M Fox Seconded by: Cllr R Chew It was agreed that the minutes would be posted on the Council website. <u>Matters arising:</u> i Members noted that, at the request of the Chair, the blocked dyke opposite the entrance to the Village Hall had again been reported to LCC and the matter had now been placed on their schedule of works.	Clerk

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>a) <u>Traffic Issues</u></p> <p>Members recalled that an approach had been made in late 2019 to Hanson Cement to explore whether the company would again remind its drivers / contractors of the need to take care when seeking to access the bridge. As no formal response was subsequently received, at members' request the Clerk had made a further approach to the company on this matter. The company had subsequently agreed to discuss the issue at senior level once more, but no confirmation of its stance has yet been given. It had been intended that this matter be raised by Cllr Wood at the scheduled liaison meeting, but this had been cancelled due to Covid-19.</p> <p>Resolved Given the ongoing pandemic, members determined not to pursue this matter further at the current time.</p> <p>It was noted that further repairs to impact damage to the bridge had recently been carried out by LCC. It was agreed that a more formal mechanism to record incidents should be established in order to provide greater corroborative evidence in future dialogue with LCC as Bridge Authority.</p> <p>Resolved Clerk to compile a log of incidents which could be updated as appropriate Clerk to draft text which would inform residents of the new log and ask them to report any future incidents to the Clerk for compilation Clerk to display the agreed text on the website, Cllr Chew to arrange for circulation via village email</p> <p>b) <u>Signage</u></p> <p>Members noted that the warning signage adjacent to Hanson Cement had now been restored to a correct angle.</p>	<p>Clerk Clerk RC / Clerk</p>
6.	<p>Haweswater Aqueduct Resilience Programme (HARP)</p> <p>Members were reminded that a special meeting of West Bradford Parish Council had been held on Tuesday 16 June 2020, to which representatives of United Utilities (UU) had been invited. The meeting had involved an informative and constructive discussion, as summarised in the minutes which had been subsequently circulated. Since that meeting, in late July UU had sent to village residents a hard copy circular outlining their proposed activity and its local impact;</p>	

	<p>the document made only tangential reference to the anticipated traffic issues, suggesting only that “local communities may experience greater traffic levels and other disturbances” as well as “temporary traffic measurement measures”. In addition, in early August, the Clerk had received a link to the “virtual exhibition” established by UU as part of the consultation process.</p> <p>Resolved The Clerk would continue to place HARP matters on the agenda on an ad hoc basis, with a view to the matter receiving more regular consideration as appropriate (in particular when Planning applications are submitted).</p>	Clerk
7.	<p>Overview of financial position:</p> <p>a) <u>Monthly accounts – February 2020</u></p> <p>The Clerk submitted details of income and expenditure for the month of February 2020 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for February 2020 as presented would be signed off</p>	Chair
	<p>b) <u>Monthly accounts – March 2020</u></p> <p>The Clerk submitted details of income and expenditure for the month of March 2020 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for March 2020 as presented would be signed off</p>	Chair
	<p>c) <u>Monthly accounts – April 2020</u></p> <p>The Clerk submitted details of income and expenditure for the month of April 2020 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for April 2020 as presented would be signed off</p>	Chair
	<p>d) <u>Monthly accounts – May 2020</u></p> <p>The Clerk submitted details of income and expenditure for the month of May 2020 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for May 2020 as presented would be signed off</p>	Chair

e)	<p><u>Monthly accounts – June 2020</u></p> <p>The Clerk submitted details of income and expenditure for the month of June 2020 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for June 2020 as presented would be signed off</p>	Chair
f)	<p><u>Monthly accounts – July 2020</u></p> <p>The Clerk submitted details of income and expenditure for the month of July 2020 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for July 2020 as presented would be signed off</p>	Chair
g)	<p><u>Monthly accounts – August 2020</u></p> <p>The Clerk submitted details of income and expenditure for the month of August 2020 for approval by the Parish Council and signing-off by the Chair.</p> <p>Resolved That the record for August 2020 as presented would be signed off</p>	Chair
h)	<p><u>Conclusion of 2019/20 budget and adoption of new draft budget 2020/21</u></p> <p>The Clerk provided a full breakdown of the 2019/20 budget. Key points arising from the annual budget included:</p> <ul style="list-style-type: none"> • assets carried over from 2018/19 were £2700; • actual income was £9600, a shortfall of c£400 (due to the reduced Concurrent Functions Grant from Ribble Valley Borough Council, as well as a decline in VAT refunds from HMRC arising from a lesser spend than in the previous year); • actual spend was just over £8500, around £250 more than anticipated; and • assets at end of financial year were £4525. <p>Members accepted that – although they had been unable to meet during the current financial year – it was important for a budget for 2020/21 to be set at the earliest opportunity. The Clerk would therefore be asked to circulate a draft budget electronically and keep a formal record of members’ responses. In addition, approval to continue the quarterly monitoring arrangements for monitoring the budget would be sought.</p> <p>In conjunction with the above, members considered the issue of whether to hold an Annual General Meeting (either physically or remotely). It was considered that neither a physical nor virtual method of hosting was suitable and hence the following alternative approach would be used:</p>	Chair

	<ul style="list-style-type: none"> • Clerk to draft the text of a message to village residents, advising them that no AGM would be held this year but any issues they may wish to raise could be reported to the Clerk during the month of October; • this text would be placed on the Council’s website and also circulated via the village email; • during the month of November, the Clerk would circulate to members (in manageable batches) the various documents which would ordinarily be approved at the AGM. Members would consider these individually and advise the Clerk accordingly. A formal record of member responses would again be kept. <p>It was hoped that a more traditional AGM could then be held in May 2021, in line with the Parish Council’s constitutional arrangements.</p> <p>Resolved Members approved the completed budget for 2019/20 Clerk to implement the AGM proposals (set out above) during October and November 2020</p> <p>i) <u>Clerk – backpay</u></p> <p>In late August 2020, the Clerk had received confirmation from NALC that revised salary levels for 2020/21 had been released following agreement between NALC and the National Joint Council for Local Government Services (NJC). As a result, the Clerk’s pay scale (currently at scale point 16, in accordance with the agreed annual incremental increase) would rise by 35p per hour from £12.15 to £12.48.</p> <p>The cost to the Parish Council of paying the annual increase as backpay from 1 April to 31 August (with the new pay rate applicable from 1 September) was calculated as £18.58.</p> <p>Resolved Members agreed to (i) the adoption of the new pay scales referred to above and (ii) payment of £18.58 backpay (before tax) in line with the national pay settlement.</p> <p>j) <u>Refund of VAT</u></p> <p>The Clerk reported that a claim for a refund of VAT totalling £184.93 had been made on 9 September 2020.</p>	Clerk
8.	<p>Governance</p> <p>a) <u>Coronavirus</u></p> <p>At the meeting to be held on 30 March 2020, the Clerk had intended to introduce an item seeking member agreement for a process to be followed in the event of meetings having to be cancelled due to exceptional circumstances (such as a pandemic). As it transpired, this intention had been overtaken by events as a national lockdown was imposed on 23 March, and instead the Clerk subsequently sought – and was granted - member agreement by email to a proposed process of emergency decision-making (involving executive decisions taken by the Chair</p>	

and/or Vice Chair which would then be communicated to other members by email).

As a second wave of Covid-19 was now underway, members reflected on whether to retain the procedure agreed above for emergency use.

Resolved

The emergency procedure would be formally adopted for potential use during the remainder of the pandemic

b) Future meetings and the Rule of 6

On the 14 September, many gatherings – including parish council meetings - became subject to the national UK government's Rule of 6, which restricted the number of persons able to meet at any one time. This rule was to sit alongside the requirements of the local lockdown for Lancashire introduced on 22 September, under which families are not allowed to meet with other households in homes / gardens, although guidance from RVBC had confirmed that this did not apply to village halls. Given that West Bradford Parish Council consists of at least 7 persons (5 members; a Borough Councillor; and a Clerk, as well as the potential attendance of members of the public), members considered how they would wish to proceed moving forward under this restriction. Although the use of electronic communication sites such as Skype or Zoom was considered, members expressed a clear preference to meet in person wherever possible. If necessary, a member could be asked to miss a meeting on a rota basis in order that the Rule of 6 could be complied with. In the first instance, and being conscious of her already considerable council workload, it was felt that an exploratory approach to Cllr Hilton could be made on this basis (subject to any update that she wished to provide being made available to the Clerk in advance for him to report to members in her absence).

Resolved

Clerk to explore the views of Cllr Hilton on this point

Clerk

c) Minutes /agendas

At the November 2019 meeting, members had agreed that a standard skeleton agenda should be displayed on the website, and that its content would be revisited in future.

Resolved

Discussion of this matter would be deferred to a future meeting

d) External Audit 2019/20

On 7 July 2020, the Clerk had emailed members to advise that on 2 July he had received electronic confirmation from the external auditors, PKF Littlejohn. This confirmed that West Bradford Parish Council had claimed exemption from the

external audit process and as a result “there is no review to be performed and consequently no auditor certificate and report, or any other closure documentation, will be issued by us for this reporting year.”

The Chair had subsequently signed off all required documentation, and the following steps had been taken in terms of Public Rights:

- 14.8.20 - Clerk had displayed completed notice of public rights on website / notice boards;
- 1.9.20 - appropriate documentation for the exercise of public rights had been displayed on website / notice boards; and
- 30.9.20 – the period of Public Rights had ended.

The Parish Council’s website had also been updated with the documentation for 2019/20.

No request to view the Parish Council’s accounts had been received from local residents and the audit process for 2019/20 was therefore at an end.

The Clerk thanked all members for their co-operation throughout this process, which – due to the impact of the pandemic - had required a number of emails to be sent and responded to.

e) Annual General Meeting

See discussion recorded in item 7h above.

8. **Planning applications considered**

a) Planning application: 3/2020/0544

Location: Eaves Hall, Eaves Hall Lane, West Bradford, Clitheroe BB7 3JG

Members noted that on 18 August 2020, at the request of the Chair, a consultation response had been submitted to RVBC. The response supported the application in principle but commented that – given the narrowness of the road at the proposed point of exit from the site, as well as increased traffic volumes in the vicinity – installation of a visibility splay would be appropriate.

However, in connection with the above, members had also informally commented on the possible need for general traffic calming measures on Eaves Hall Lane. (This issue had not been raised in the above consultation response as it was considered unfair to impose the burden for traffic calming on a particular applicant for planning consent). This need had arisen from a number of other recent applications relating to sites in the vicinity (eg the dog day-care facility and the nursery at Dove Syke), as well as the associated complaints from residents in relation to speeding vehicles / increased volume of traffic.

	<p>Resolved A letter should be sent to LCC as Highways Authority asking them to bear in mind the above concerns when submitting future consultation responses to planning applications for Eaves Hall Lane.</p> <p>b) Planning Application No: 3/2020/0723 Proposal: Proposed first floor extension over existing garage with a change in roofline to the existing rear extension. Location: 6 Southfield Drive West Bradford BB7 4TU</p> <p>This had been circulated to members on 25 September with a deadline for response of 16 October.</p> <p>Resolved No consultation submission would be made</p>	Clerk
9	<p>Lancashire Best Kept Village Competition (LBKVC)</p> <p>a) <u>Update</u></p> <p>At the February meeting, the Clerk had been asked to ensure that the appropriate entry documentation for the LBKVC had been submitted prior to the deadline of 31 March (including entry into the relevant Outstanding Features categories once third-party consent had been obtained).</p> <p>Consent had been secured from St Catherine’s, the Three Millstones and Eaves Hall for their premises to be submitted as entrants in the appropriate categories. However, prior to judging, the 2020 event had been cancelled due to the ongoing pandemic, with the organisers proposing that all entry documents / fees should be rolled over to 2021. St Catherine’s, the Three Millstones and Eaves Hall had been notified accordingly.</p> <p>Members noted these revised arrangements.</p> <p>b) <u>Proposal from Cllr Best</u></p> <p>At the February meeting, Cllr Best had asked the Clerk to raise a suggestion (in her absence) that – to encourage local interest in the LBKVC – the Parish Council should this year award a prize for best large pot/ tub in a front garden. Members were generally supportive but felt that the matter should be discussed further, in Cllr Best’s presence, at the next meeting.</p> <p>Resolved With Cllr Best’s agreement, consideration of this proposal would be deferred until Spring 2021.</p>	Clerk
10	<p>Action Plan 2020</p> <p>Members discussed the following issues:</p>	

a	<p><u>VE Day, 8-10 May 2020</u></p> <p>Members reflected that this event unfortunately had to be cancelled due to Covid-19. This was regrettable, as a great deal of effort had been put into initial preparations by a number of people, in particular Claire Thornber and Jane Wolstenholme.</p> <p>Resolved Clerk to email Claire / Jane and belatedly thank them for their considerable support on this project</p>	Clerk
b	<p><u>Action Plan 2020</u></p> <p>It had previously been agreed that no further consideration would be given to the Action Plan until the VE day Event (above) had been completed.</p> <p>As this event has been cancelled, members were invited to consider their current work plan for 2020 and discuss whether they would wish to pursue any of the other matters listed during the remainder of the year.</p> <p>Resolved Further discussion of the Action Plan would be deferred until a later date</p>	
c)	<p><u>Remembrance Sunday</u></p> <p>Members recalled that, in previous years, they had been keen to support Remembrance Sunday and lay a wreath / raise the flag at the war memorial.</p> <p>On 22 September, the Clerk had circulated an advice document which was non-committal as to the extent to which events were likely to be held across the country.</p> <p>Cllr Chew informed members that – despite local restrictions - she believed a Remembrance Day service would be held this year, albeit subject to the Rile of 6. It was anticipated that the Chair would attend and lay a wreath on behalf of the Parish Council, and hence a wreath would need to be obtained. The Union Jack flag would also be flown.</p> <p>Members discussed whether to purchase “large event poppies” from the Royal British Legion (RBL) for display on lampposts etc. However, no final decision on this could be made without establishing the cost and whether the items were re-usable.</p> <p>Resolved Clerk to purchase a wreath from the RBL Clerk to establish further information about the large event poppies Chair to arrange for flying of the Union Jack</p>	Clerk Clerk Chair

<p>11</p> <p>a)</p> <p>b)</p>	<p>Damage to war memorial railings</p> <p><u>Update</u></p> <p>On 5 March 2020, it had been reported to Cllr Chew that a wagon had hit the railings at the war memorial site but had failed to stop at the scene. At least one local resident had observed this incident, and photographs of the resulting damage had been obtained.</p> <p>The Clerk had reported the incident to the police on 5 March: after initially indicating that the matter would be treated as road traffic matter (and therefore was not one to which resource would be committed), a police approach to the company employing the driver involved in the incident had been made. A site meeting had been subsequently held, attended by members of the parish council; the driver involved in the incident; and his employer. Here, the employer agreed to carry out repairs to the site. In July, repairs to the flags were undertaken and around 14 August 2020 the railings had been re-fitted to the flags, although at least one handrail was wobbly and other superficial damage to the railings had been caused.</p> <p>Resolved Cllr Chew would approach the contractor which had originally manufactured and fitted the rails and ask for their professional opinion on possible repairs needed</p> <p><u>Insurance cover</u></p> <p>In light of the above incident, the Clerk had studied the Schedule for the Parish Council's existing policy and had been unable to confirm that accidental / criminal damage was covered. Members were reminded that, in June 2018, the Clerk had an email discussion with Zurich about the premium for extending such cover to items such as "Coronation Gardens (bench seating and war memorial) (£10,000 in total)". Zurich had confirmed that this cover would be at an additional cost of £109.82 for the remaining 9 months of the financial year, and as a result members had agreed in June 2018 not to proceed with the purchase of All Risks cover.</p> <p>Members noted the above.</p>	<p>RC</p>
<p>12</p> <p>a)</p>	<p>Three Rivers Country Park</p> <p><u>Defibrillator</u></p> <p>At the February meeting, members considered an approach from Ms Cheryl Pickstock, Chain of Survival Lead at NWS, who had expressed concern at the defibrillator provided by the Parish Council in late 2016 to the Three Rivers site. Ms Pickford maintained that:</p> <ul style="list-style-type: none"> • there had been recent difficulties in accessing the container in which the defibrillator was stored (which would clearly be a serious matter in the event of an emergency medical situation); 	

- when access had been gained, it was ascertained that the pads for the defibrillator had expired some 18 months previously. To quote Ms Pickstock, “This defibrillator would have failed a rescue”; and
- the perceived lack of governance surrounding the upkeep of the defibrillator. All defibrillators need to be registered with NWAS; routinely checked by a local member of the community; and details of all checks made should be recorded online.

Members had agreed that a letter should be sent to the host site seeking a resolution to the alleged lack of governance outlined by NWAS. This letter (in the Chair’s name) was sent on 5 March 2020, although no response had been received.

After a discussion on the various options available, it was agreed that Cllr Chew would visit the site and seek to ascertain the intentions of site management for the defibrillator. Should there be no wish to take responsibility for its maintenance / upkeep, the Parish Council reserved the right to consider taking back possession of it.

Resolved
Cllr Chew to visit suite and report back to members

RC

In addition, the further request from NWAS had been received:

“Do you think you could provide me with a list of any [defibrillators] you have provided so I can ensure they’re all registered?”

Resolved
This issue would be addressed once item 12a above had been determined.

b) Letter from residents’ association

On 3 March, the had Clerk received (via Cllr Fox) a letter from the newly-formed residents’ association at the Three Rivers site. The letter had been left in the Village Hall. Although not specifically addressed to the Parish Council, the letter sought to make contact with members and offered the prospect of a meeting. A holding response had been sent.

Resolved
No further response would be sent at this stage but a “watching brief” would be maintained

13 **Possible contribution to Village Hall Management Committee – new oven**


At the February meeting, one of the Parish Council’s representatives on the Village Hall Management Committee (Cllr Fox) had reported that installation of a new oven in the Village Hall kitchen was underway at a cost of c£3.5k. With the support of the Chair of the Village Hall Management Committee (Andrew Marsden, in attendance) Cllr Fox enquired whether the Parish Council would be willing to contribute to this cost (although a grant to underpin some of the expenditure had been sought from RVBC, meaning that any Parish Council decision not to

	<p>contribute would not prove fatal to the project). With no consensus emerging from the debate, the Chair had asked for a vote to be taken, the result of which was a tie. It was therefore agreed that the matter would be placed on the agenda for the March meeting, when hopefully all members would be in attendance. As is recorded elsewhere, no meeting in March had taken place. Although not all members were present to continue the discussion in September, members in attendance explored in some detail the merits of making a contribution, with particular emphasis on whether this would be an appropriate use of public funds and the fact that contributions to cover the cost of purchasing the oven had already been found.</p> <p>A vote on the matter was taken:</p> <p style="padding-left: 40px;">In favour of the Parish Council making a financial contribution to the cost of the oven – 1 vote (Cllr Fox);</p> <p style="padding-left: 40px;">Opposed to the Parish Council making a financial contribution to the cost of the oven – 3 votes (the Chair and Cllrs Chew and Best).</p> <p>Resolved Cllr Fox to communicate the decision (not to make a financial contribution) to the Chair of the Village Hall Management Committee</p>	MF
14	<p>Other miscellaneous matters arising during lockdown</p> <p>a) <u>Bus stop on Grindleton Rd / top of Chapel Lane</u></p> <p>Members had previously expressed concern at the extent to which the shelter leant towards the highway, and had been advised by LCC that (despite its lean) the structure was not considered dangerous. However, the extent of the lean now appeared to be getting worse.</p> <p>Resolved Clerk to raise the issue with LCC once again</p> <p>In addition, members noted that the bus shelter across the road (destroyed some months ago after being hit by a vehicle) had not yet been replaced despite assurances from LCC that this would be the case.</p> <p>Resolved Clerk to raise with LCC</p> <p>b) <u>Defibrillator</u></p> <p>The label on the front of the casing (previously replaced by the Parish Council) had begun to become unattached in hot weather.</p> <p>Resolved Clerk to approach GrafX for a replacement</p>	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>

c)	<p><u>Wall adjacent to River Ribble</u></p> <p>In the aftermath of Storm Ciara (January 2020), LCC (as Highways Authority) had confirmed their intention to rebuild the wall. However – perhaps understandably due to the pandemic – no progress had been made on this since the occurrence some 9 months ago.</p> <p>Cllr Best recalled that LCC may subsequently have included this work on their priority list, which she would endeavour to confirm.</p> <p>Resolved Clerk to write to LCC and ask for an update on the likely timescale for work to be undertaken.</p>	Clerk
15	<p>Reports from sub-committees / other meetings attended</p> <ul style="list-style-type: none"> • Playing Field / Village Hall – no update • Parish Councils’ Liaison Committee – last meeting 2.4.20 at 6.30pm cancelled • Lancashire Association of Local Councils – tbc? • Hanson Cement Liaison Committee – was 19 March 2020, then moved to 26 March 2020, later cancelled • Lengthsman scheme <p>On 8 September, the Clerk had been advised that the Lengthsman had approached the Chair and suggested that repairs to the pathway at Straitgate were required. It was considered that repairs to the pathway could be carried out by the Lengthsman and funded by the £500 grant previously provided by LCC for local repairs to footpaths in the parish. However, no invoices had yet been received from the Lengthsman during the current financial year.</p> <p>Resolved Chair to obtain any outstanding invoices from the Lengthsman</p> <p>Members also commented that the problem of weeds growing on Clitheroe Road needed to be addressed.</p>	Chair
15	<p>Correspondence / requests received</p> <p>None</p>	
16	<p>Any Other Business</p> <p>a) <u>Parking of commercial vehicles</u></p> <p>Cllr Fox commented that two commercial vehicles had been observed parking in the same location in the village on a regular basis – if so, this could be in breach of traffic regulations enforced by the Traffic Commissioners (should the appropriate Operator’s Licence not be held).</p>	

	<p>Resolved Cllr Fox to obtain details of the vehicles and report to the Clerk, for referral to the Traffic Commissioners</p> <p>This led on to a further discussion about ongoing parking problems on Chapel Lane.</p> <p>Resolved Clerk to place a polite notice on the parish council website reminding residents of the need to park appropriately</p>	<p>Clerk</p> <p>Clerk</p>
	<p>Date / time of next meeting:</p> <p>The next scheduled meeting of West Bradford Parish Council (28 October 2020) will be deferred due to the ongoing pandemic. Instead, members will take stock of the national / local lockdown arrangements in place during November and will seek to meet on the scheduled date for the November meeting (25 November) if circumstances permit.</p>	

The meeting closed at 8.34pm

Signed by:		
	<p>Date:</p> <p>25.11.20</p>	<p>Cllr A Bristol</p> <p>Chair</p>

26/5/21