**West Bradford Parish Council**

Clerk:

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**Minutes of the meeting of West Bradford Parish Council held on Wednesday 22 February 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 |
|  | Parish Cllr M Fox |
| Apologies: | Cllr P Elms (RVBC) |
|  | Cllr B Hilton (RVBC) |
| Members of the public present: | None |

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (25 January 2017)**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr M Wood  Seconded by: Chair |  |
| 3.  a)  b)  c)  d)  e) | **Matters arising:**  The following matters arising were considered:  Potholes:  The condition of roads (such as Grindleton Rd and more recently Bowland Gate Lane) had continued to deteriorate and was now seen as dangerous, with drivers often driving on the wrong side of the road to avoid damaging their vehicle. Nigel Evans MP was thanked for sending a response indicating his concern, but - given the lack of progress - the Clerk was asked to raise this issue once more with Mr Evans, and Parish Councillors were asked to send individual messages to the County Council as Highways Authority.  **Resolved**  **Clerk to write to Mr Evans once more**  **Parish Council members to send their individual concerns to Lancashire County Council**  Strait Gate:  It was noted that an approach had been made to the County Council regarding the erection of a fence blocking the footpath. However, Cllr Wood pointed out that another gate had now been erected at the Mill St end of Strait Gate, also causing an obstruction.  **Resolved**  **Clerk to contact Ramblers’ Association (contact details to be provided by Cllr Wood)**  **Clerk to raise the issue of the new gate with the County Council and chase up progress regarding the fence**  Public telephone box:  It was agreed that work to install the defibrillator now needed to be progressed. There was a discussion around access to existing wiring, the need for appropriate signage and the current location of the defibrillator to be installed.  **Resolved**  **Cllr Fox will:**   * **approach Andy Jepson to establish whether there is still electric power to the telephone box;** * **explore the acquisition of a sign (preferably to replace the existing “telephone” signage on the phone box) which would be illuminated if possible);** * **approach Andrew Marsden regarding the location of the defibrillator;** * **establish whether a defibrillator has now been installed at Eaves Hall Caravan Park; and** * **approach Janet Fox to see if she is willing to paint the telephone box**     Bradford Bridge:  It was noted that Bradford Bridge was still being crossed by vehicles (often left hand drive) which were too large to access it in safety; many such vehicles were controlled by drivers unfamiliar with the area. It was agreed that the matter would again be brought to the attention of David Leung at Lancashire County Council  **Resolved**  **Clerk to approach Mr Leung**  Roadsweeping:  Cllr Wood expressed concern that the village roads were muddy and in need of sweeping, with particular regard to dead leaves.  **Resolved**  **Clerk to approach Ribble Valley Borough Council** | **Clerk**  **Clerk / MW**  **Clerk**  **MF**  **MF**  **MF**  **MF**  **MF**  **Clerk**  **Clerk** |
| 4. | **Public questions, comments or representations**  None |  |
| 5. | **Update from Ward Councillors present**  None |  |
| 6. | **Overview of financial position**  The Clerk submitted details of income and expenditure for the month of January 2017 for approval by the Council and signing-off by the Chair.  **Resolved**  **That the record for January 2017 as presented would be signed off** | **Chair** |
| 7. | **Planning applications to be considered**  The Clerk updated on planning application 3/2016/0279 (refusal of listed building consent for Dove Syke on Eaves Hall Lane), for which an appeal was pending and a date for commencement was awaited from the Planning Inspector. The report was noted. |  |
| 8.  a) | **Governance arrangements – points for discussion / consideration**  **External audit by BDO (2016/17) – required pre-planning (Appendix 3)**  The Council acknowledged the importance of the pending audit and accepted the need to revisit its governance arrangements beforehand. In recognising the need for a new internal auditor to be appointed, Cllr Best was asked to approach a local village resident known to undertake such work for other bodies. If the resident was willing to work with the Parish Council, it was agreed that she could be invited to attend the March committee meeting or alternatively a meeting could be arranged with the Clerk / Chair in the near future in order to progress this matter before the end of the financial year.  **Resolved**  **Cllr Best to approach the local resident** | **HB** |
| b) | **Draft Model Financial Regulations (Appendix 4)**  The Council considered the Draft Model Financial Regulations prepared by the Clerk in conjunction with certain other agenda items, namely:   * Draft Model Standing Orders and Code of Conduct (item 8c below); * Draft Code of Conduct (item 8d below); and * Draft Register of Fixed Assets (item 8f below).   It was agreed that these were complex and comprehensive documents which had implications for the way the Parish Council undertook its business, as well as impacting upon the individual responsibilities of Parish Council members. Accordingly, the Council wished to consider the reports in some detail. It was agreed that Parish Council members would discuss the 4 items spread over the next 2 Parish Council meetings, with a view to their formal adoption in advance of the external audit in July.  **Resolved**  **Clerk to place the following items on the agenda for March 2017:**   * **Draft Model Financial Regulations** * **Draft Register of Fixed Assets**   **Clerk to place the following items on the agenda for April 2017:**   * **Draft Model Standing Orders and Code of Conduct** * **Draft Code of Conduct**   **Clerk to approach Sheila Winn of the Playing Fields Sub-Committee, to see if she had an inventory of items which could assist in the compilation of the Fixed Assets Register.** | **Clerk**  **Clerk**  **Clerk** |
| c) | **Draft Model Standing Orders and Code of Conduct (Appendix 5)**  See item 8b above |  |
| d) | **Draft Code of Conduct (Appendix 6)**  See item 8b above |  |
| e) | **Transparency Code**  Members discussed the requirements of the Transparency Code and felt that the Parish Council was largely acting in accordance with the Code already, although further work identified in item 8 of the agenda would strengthen this position further. |  |
| f) | **Draft Register of Fixed Assets (Appendix 7)**  See item 8b above |  |
| g) | **Proposed information to be included on Parish Notice Boards (Appendices 8a and b)**  Members agreed that, with some modification (eg emphasising the “have your voice heard” text by moving it up the document), the dates of committee meetings should be included on the parish council notice boards.  **Resolved**  **Clerk to modify and place on notice boards**  Members also agreed that the document setting out contact details for Parish Councillors should also be modified (the e-mail address for Cllr Best to be changed to [armas@armasbest.plus.com](mailto:armas@armasbest.plus.com)) and then placed on the parish council notice boards.  **Resolved**  **Clerk to progress** | **Clerk**  **Clerk** |
| h) | **PAYE update**  The Clerk updated members on efforts to adopt HMRC’s Real Time software for the payment of tax / national insurance in relation to the Clerk’s salary. |  |
| i) | **Formal relationship – Parish Council / Playing Fields Committee**  The Clerk stated his view that – with regards to the arrangements for re-claiming VAT paid by the Parish Council – it would be preferable to have some reassurance regarding the formal governance arrangements between the Parish Council and the Playing Fields Sub-Committee. Members agreed and (whilst feeling that appropriate terms of reference were already in place) asked for a copy of these to be obtained.  **Resolved**  **Cllr Fox to approach Andrew Marsden with a view to obtaining a copy of the terms of reference.** | **MF** |
| j) | **Website update**  The Clerk outlined recent improvements made to the village website, with increased information being added including additional pages for agenda, minutes, governance documents and topical matters such as potholes complaints.  **Resolved**  **Clerk to continue to develop the range of information available on the website as appropriate**  **Clerk to correct the e-mail address on the website for Cllr Best** | **Clerk**  **Clerk** |
| 9. | **Casual Vacancy – replacement for Cllr Perry - update**  The Clerk outlined the procedure for co-option of a new member, which was likely to be followed at the next meeting as a local resident had expressed an interest in replacing Cllr Perry. It was noted that a new member would have to sign a Declaration of Acceptance of Office and a Notification of Interests form. It was agreed that it would be appropriate for all members of the Parish Council to re-sign such documents, which would then be forwarded by the Clerk to Ribble Valley Borough Council for inclusion on their website.  **Resolved**  **Clerk to re-circulate documentation in advance of next meeting** | **Clerk** |
| 10. | **War Memorial / centenary celebrations**  Members noted the need to obtain planning permission and engaged in a discussion about the preferred location for the memorial.  **Resolved**  **Members would collectively re-visit the Coronation Gardens site on Sunday 5 March 2017 (10am) to explore this issue further.** | **All** |
| 11. | **Development Plan**  This report was noted. |  |
| 12. | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall   The AGM had recently been held and all officers had been re-elected. It was generally acknowledged to have been a successful year, with re-furbishment of the children’s playing area (invoice for c£3k still to follow) and the car park lighting to be replaced with financial assistance from the Borough Council.   * Parish Council Liaison Committee   The Chair attended this event on 26 January 2017 and confirmed that:   * a Keep Britain Tidy event was planned for the Spring, with Parish Councils asked to participate. Bags, gloves and bin liners would be provided by the Borough Council; * dog wardens were engaging in an educational programme for school children, including the benefits of dogs being wormed and micro-chipped. Publicity notices warning of dog fouling and the legal consequences had been requested and obtained. Residents were asked to photograph anyone they saw dog fouling and forward this on to the Borough Council, who could then use this as evidence to issue a £60 penalty notice; and * there had been a discussion about whether to retain pay phones in rural communities (where reception for mobile phones may be poor). * Lancashire Association of Local Councils (no report) * Hanson Cement   Next meeting to take place on 24 March 2017   * Lengths-man scheme   Cllr Wood raised the issue of the lengthsman’s summer hours (understood to be 12 hours per month from April), and requested confirmation of this.  **Resolved**  **Clerk to check contractual documents and contact Cllr Wood** | **Clerk** |
| 13. | **Correspondence received:**  The correspondence was noted |  |
| 14. | **Any Other Business**  The Clerk informed members that (i) the named signatories to cheques and (ii) the Clerk’s contact details both needed to be updated, following the respective resignations of Cllr Perry and David Sharp.  j  **Resolved**  **Chair to progress once the new Parish Councillor had been co-opted**  It was agreed that a new projector for use in the upstairs meeting room would be purchased.  **Resolved**  **Clerk to arrange purchase**  The Clerk enquired whether members wished him to purchase a new minute book as the current one was now full. Given the expense of replacement (c£60), members agreed not to purchase a new one but to retain records electronically and store a hard copy in a ring binder.  **Resolved**  **Clerk to acquire ring binder for this purpose**  Cllr Wood raised the issue of the poor condition of the stone wall adjacent to the river on Clitheroe Rd, which was felt to be in disrepair and potentially dangerous. Following a discussion about ownership of and responsibility of the wall, it was agreed that the Clerk would write to the Chief Executive / Head of Highways at Lancashire County Council and explore this matter.  **Resolved**  **Clerk to pursue**  Cllr Wood expressed concern at the poor condition of the parish council notice board on Grindleton Rd, which was affected by rain access. Cllr Fox also felt that the notice board near to Old Hall was also in need of repair.  **Resolved**  **Cllr Wood to ask Tony Knowles to look at the condition of both notice boards and give us his thoughts on the condition / likely cost of repair.**  **In light of Tony’s comments, members to then consider whether it would be more cost-effective to replace either or both notice boards (possibly spreading this over 2 financial years).**  General concern was expressed at the Borough Council’s reluctance to take action in relation to high fences on the junction of Westfield and Hillside Drives, which were felt to be a potential danger to schoolchildren due to their impact on sight lines for drivers.  **Resolved**  **Clerk to draft an e-mail to be sent by the Chair to the Chief Executive of Ribble Valley Borough Council**  Cllr Fox stated that he felt the post box on the junction of Grindleton Rd / Westfield Drive to require painting.  **Resolved**  **Clerk to approach Royal Mail to ask for them to paint it, or to allow the Parish Council to arrange for this to be done ourselves**  The Parish Council had previously agreed to no longer use the existing cable to power the Xmas tree, but instead to reach a formal agreement with the neighbouring property (Rathall’s) to use their power and recompense them accordingly (thereby ceasing to pay the standing charge).  **Resolved**  **Clerk to approach EON and ask for a quote for removal of the cable.** | **Chair**  **Clerk**  **Clerk**  **Clerk**  **MW**  **All**  **Clerk / Chair**  **Clerk**  **Clerk** |
|  | **Date / time of next meeting:**  The next meeting will be held at 7.30pm on Wednesday 29 March 2017 at West Bradford Village Hall. |  |

**The meeting closed at 9.35pm.**

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| Signed by: |  | |
|  | Date:  29.3.17 | Cllr A Bristol  Chair |