

**Minutes of the meeting of West Bradford Parish Council held on Wednesday 27 June 2018 at West Bradford Village Hall**

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

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| 1. | **Disclosure of interest:**  None received |  |
| 2. | **Minutes of the Last Meeting (30 May 2018):**  The minutes were signed by the Chair as a true and accurate record of the meeting.  Proposed by: Cllr H Best  Seconded by: Cllr M Fox  Matters arising:  The Clerk was asked to thank Alan Boyer at RVBC for ensuring that the roadsweeper had attended the village within the past 2 weeks. | **Clerk** |
| 3. | **Public questions, comments or representations:**  None |  |
| 4. | **Update from Ward Councillors present:**  Cllr Hilton raised the following issues:   * all borough councillors currently sitting within the Conservative group had recently been interviewed with a view to potential reselection as election candidates; * police representatives had attended the recent Parish Council Liaison Committee and (given local concerns) had explained their rationale for the reduction of police services across the Borough. In addition, there had been a discussion on the increased prevalence of recreational drugs available to young people, in particular at Beatherder, the Castle Grounds etc. Whilst access to health services for young people was also under pressure, it was pleasing to note that consideration was being given to possible improvements (such as the access to a mobile van to assist with family planning in rural communities); and * a final decision on the future of the market redevelopment was expected within the next week or so. |  |
| 5. | **Extended closure of Bradford Bridge**  The Clerk again presented details of the ongoing correspondence with the County Council regarding concerns over Bradford Bridge. Members noted that the County Council officers had again not responded prior to the meeting, and encouraged the Clerk to continue to press for a reply to the previous message (along with details of the traffic survey recently undertaken).  **Resolved**  **Clerk to make contact with LCC once more on the above points** | **Clerk** |
| 6. | **Overview of financial position:** |  |
| a | **Monthly accounts – May 2018**  The Clerk submitted details of income and expenditure for the month of May 2018 for approval by the Parish Council and signing-off by the Chair.  **Resolved**  **That the record for May 2018 as presented would be signed off** | **Chair** |
| b | **Budget Monitoring**  The Clerk presented a copy of the monitoring spreadsheet for Q1 2018/19. Members noted that:   * projected assets during 2018/19 amounted to c£13k; * the total projected spend over year (including the costs of the war memorial project) was estimated at c£10.5k; * the projected assets at year-end were therefore expected to be c£2.5k; and * the Q1 income / spend was considered roughly as expected, with no concerns to date.   **Resolved**  **Members noted the quarterly update** | **All** |
| 7. | **Planning applications considered**  The following planning applications were presented for consideration. |  |
| a | Planning Application No: 3/2017/1095 – Eaves Hollow, Eaves Hall Lane, West Bradford BB7 3JG  After discussion, it was agreed that no submission would be made to the Planning Authority by the Parish Council. |  |
| b | Ivy Cottage, Chapel Lane, West Bradford  The Clerk gave a verbal update on the planning history relating to the above property. |  |
| 8. | **Governance arrangements: External audit - Annual Governance and Accountability Return 2017/18 (AGAR)**  The Clerk confirmed that:   * all documentation required to be submitted to the external auditors by the deadline of 11 June had been posted first class on 1 June; * the necessary documentation to publicise the exercise of public rights was to be displayed on the Council’s website and village notice boards; and * the next key date was the statutory deadline by which (i) the relevant section of the AGAR and (ii) the signed external auditor report must be published by the Parish Council (including publication on the website), namely 30 September 2018. The Notice of Conclusion of Audit must be published at the same time   **Resolved**  **Members noted progress to date** | **All** |
| 9.  a | **War Memorial / centenary celebrations**  Sam Conmee / groundworks  Members commented favourably on the progress made with the groundworks at the Coronation Gardens site, and made the following observations:   * the setts had been inserted to the right-hand side of steps when viewed from highway. Whilst it was not definitively known whether a further bill for this would be submitted, one was not expected at this moment in time; * the Chair had agreed with Sam that – in retrospect – it was not appropriate for a curved bed to the established at the right-hand side of steps when viewed from the highway; * the Chair had removed the long row of setts to create one big bed for John Foley to plant into (and was thanked accordingly by members); * the Chair had spoken to the resident who usually maintained the Coronation Gardens site on behalf of the Parish Council and he would wish to continue in this role moving forward; * the Council noted the request from John Foley for 8 tonnes of topsoil to be provided at the site, but – since the last meeting – the Chair had raked up the existing topsoil and it was now considered that a couple of extra tonnes would suffice; * Cllr Fox had been unsuccessful in his attempts to obtain the bark covering requested through donation from a commercial source. However, Cllr Fox suggested that mushroom compost – which he could also provide – would be an excellent alternative, provided that it was compatible with the planting arrangements proposed by John Foley; and * members noted the photographs of the cross and base provided by Brent Stevenson, and asked the Clerk to pass on their positive comments on the stonework evidenced in the photographs.   **Resolved**  **Cllr Fox agreed to provide the topsoil (and potentially the mushroom compost) required for the site**  **Clerk to clarify the suitability of mushroom compost with John Foley**  **Clerk to pass on members’ positive comments on the work undertaken to date on the stone cross, and contact Brent Stevenson again in mid-July if no further progress had been made**  The Clerk outlined details of a meeting which he had held the previous day with a senior representative of North Valley Forge, a company which had offered to assist with the provision of suitable railings for the Coronation Gardens site. The Clerk set out a number of options for members to consider, and it was determined that the following design should be adopted:   * handrail – repeated / regular “hammered” finish; * vertical rails – as above (without cages); and * patina finish – gold.   Members discussed the proposed terms of business and agreed that they were acceptable, subject to a final measuring up exercise / quotation to be provided by the company. In view of the importance of having the railings in situ by 16 September (which was a challenging deadline for the manufacturer), the Clerk was asked to arrange a site visit by the company at the earliest opportunity.  **Resolved**  **Clerk to contact North Valley Forge and arrange for a site visit as a matter of priority** | **MF**  **Clerk**  **Clerk**  **Clerk** |
| b | Arrangement with John Foley  The Clerk outlined details of an email discussion he had undertaken subsequent to the site visit attended by Mr Foley and members in early June. In considering points of clarification raised by John, members agreed that a sign (no bigger than that currently deployed by John to advertise his works at the Chatburn Rd roundabout in Clitheroe) could be retained on site for the life of the plants originally provided by him.  **Resolved**  **Clerk to finalise this with John** | **Clerk** |
| c | Meeting 12.2.18  Members discussed the arrangements for the launch event on 16 September, when the following points were made:   * both the Mayor of Ribble Valley and Mrs Healey (Headteacher at Waddington and West Bradford school) had confirmed their attendance; * relatives of the fallen were yet to be contacted, but Cllr Best would be able to pursue this when her contact becomes available from early July; * members noted that a draft letter of invitation to residents had been compiled by the Clerk, but this would be revisited at a subsequent meeting; * the Clerk confirmed that efforts to approach Slaidburn Band for the availability of a bugler had been unsuccessful. Cllr Fox agreed to find the contact details for a person in charge and pass these to the Clerk; and * Cllr Fox confirmed that (i) a wreath had been ordered (and would kindly be donated by his father) and (ii) Hodder Valley Royal British Legion would be attending and bringing their standard;   In view of ongoing arrangements still to be progressed, it was agreed that it would be appropriate for parish councillors to hold a special (non-public) meeting in July 2018.  **Resolved**  **Clerk to confirm the proposed date of the special meeting (Weds 25 July) in the Village Hall and advise members accordingly**  **Clerk to produce agenda as the basis for discussion**  **Cllr Fox to ask Andrew Marsden to attend**  **Cllr Fox to make enquiries for contact details for an officer at Slaidburn Band, and pass these to the Clerk**  **Clerk to approach branches of the Royal British Legion in Chatburn, Waddington and Clitheroe, to invite then to attend and bring their standard** | **Clerk**  **Clerk**  **MF**  **MF**  **Clerk** |
| d | Donations received  Members were delighted to hear the following details of income received (correct at 16 June):   * total cash / cheque donations from local residents was £2320; * a total of £1800 has also been provided by charitable and public sector bodies; and * the overall total of financial donations received to date was over £4.1k.   Members noted that the Clerk had been approached by a local resident to see if the Parish Council would wish to display a “thermometer” indicating the level of donations received to data against the £7k target. On reflection, members felt that – whilst the idea had merit – progress in fund-raising to date meant that a thermometer-style indication was not considered necessary at this late stage. |  |
| e | Further funding bids  Members noted that an approach to the NFU Mutual Charitable Trust had been made on 11 June 2018. This body would next meet to discuss finding bids in November 2018. |  |
| f | Approaches to local businesses for funding  Members gave an update on their recent interaction with potential donors. |  |
| 10 | **Defibrillator** |  |
| a  i  ii | Insurance cover  The Clerk reported that Zurich had confirmed the cost of an additional premium for All Risks cover on property owned would be £109.82 inclusive of tax. Members expressed disappointment at this sum, which represented an additional 44% when considered against the current annual fee of £251.42.  **Resolved**  **Members would not proceed with All Risks cover at the quoted price**  With regard to the proposed Friday night training on use of the defibrillator, Cllr Fox confirmed that he was still pursuing the availability of this. | **All** |
| b | External signage  Cllr Fox confirmed that Darren Hudson had secured replacement signage free of charge.  **Resolved**  **Clerk to write to Darren and thank him for his efforts** | **Clerk** |
| 11 | **Lancashire Best Kept Village competition – tidying / maintenance**  Cllr Fox confirmed that Janet was in the process of carrying out the necessary painting around the village, and that this should be completed by the end of the week. Members thanked Janet for her efforts, and asked Cllr Fox to pass on their gratitude to Janet.  Cllr Fox also advised members that Keith Bancroft had kindly used his joinery skills to replace the rotten wooden backboard on the street sign for Hillside Drive; this had been done in such a way that the backboard was now hidden behind the metal sign, improving its appearance.  **Resolved**  **Clerk to write to Mr Bancroft and thank him for his efforts**  Members commented that the grass had not been mown at the Pinfold this year, when in previous years the Borough Council had carried out this work under its mowing contract; this was particularly surprising as similar mowing work on Westfield Drive had been undertaken.  **Resolved**  **Clerk to raise issue with RVBC**  Members stated that the bin for dispensing “dog poo” bags at the bottom of Bowland Gate Lane had not been filled for many months, as in the past the bags had been taken almost immediately and without consideration for responsible dog walkers.  **Resolved**  **Clerk to ask RVBC to refill the bin**  Whilst Cllr Chew was not at the meeting, it was commented that she had cleaned a number of street signs around the village which were dirty. Members expressed their gratitude for her efforts.  Cllr Wood indicated that Bill had kindly sanded and painted the Neighbourhood Watch sign. | **MF**  **Clerk**  **Clerk**  **Clerk** |
| 12 | **Reports from sub-committees / other meetings attended**   * Playing Field / Village Hall – nothing on which to update * Parish Council Liaison Committee (21 June 2018) – see update from Cllr Hilton above * Lancashire Association of Local Councils – no update * Hanson Cement – open day scheduled for the 29 September 2018 * Lengths-man scheme – now roadsweeping had been carried out, work to clean the sides of the roads could be carried out |  |
| 13 | **Correspondence / requests received** |  |
| a | Footpath – Clitheroe Rd to Chapel Lane, West Bradford  Members were pleased to learn that on 14 June 2018, the County Council had written to the Clerk and stated that the above footpath has now been added to the Definitive Map / Statement of Public Rights of Way.  Members considered the invitation to display the above information on a local notice board but concluded that this would not be appropiate. |  |
| b | Fixed Penalty Notices (FPNs)  Members noted information from RVBC which confirmed that the Environmental Health Department had served 8 FPNs since the end of March 2018, 4 of which have been in relation to Dog Control offences. All 4 dog offences were in Clitheroe. |  |
| c | LALC General Meeting  The Clerk reported that the 74th Annual General Meeting of LALC would be held on Saturday 17 November 2018 at 10am at Howick House, Penwortham.  **Resolved**  **Any member who wishes to attend should inform the Clerk** | **All** |
| 14 | **Any Other Business** |  |
| a | Members agreed to discuss the beacon event (scheduled to take place in November) at the July meeting to be arranged. |  |
| b | Cllr Hilton asked for details of subsequent meeting dates for the Parish Council to be sent to her.  **Resolved**  **Clerk to send** | **Clerk** |
|  | **Date / time of next meeting:**  The next scheduled meeting of West Bradford Parish Council will be held at 7.30pm on Weds 29 August 2018 at West Bradford Village Hall in the lounge. |  |

**The meeting closed at 8.45pm.**

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| Signed by: |  | |
|  | Date:  29.8.18 | Cllr A Bristol  Chair |