

Waddington Parish Council

Clerk: Mrs Carol Baird
4 Park Avenue
Clitheroe
Lancashire
BB7 2HW
Tel: 07581 187615
Email: parishclerk@waddington.website

Local Government Act 1972
The Annual Meeting of Waddington Parish Council
on Monday 10th May 2021

Members of the Council are hereby summoned to the Annual Meeting of the Parish Council to be held on Monday 10th May 2021 at 7:45pm following the Annual Parish Meeting at 7:30pm.



C. Baird (Clerk & RFO)

This meeting will be conducted via Zoom™ [Click Here To Join](#)

Agenda

Items for inclusion in the agenda should be submitted to the Clerk seven clear days before the meeting with sufficient supporting information/reports to be sent by the Clerk to all Cllrs three clear days before the meeting.

1.	Attendance and Apologies	
	<i>To note attendance and to receive & approve apologies for absence</i>	
2.	Election of the Chair 2021/22	
	<i>Chair to welcome Councillors and members of the public and confirm the practice and procedure for the meeting and set time limits.</i>	
3.	Declarations of interest	
	<i>To receive declarations of pecuniary or personal interests in matters identified in the agenda</i>	
4.	Public Participation (max 5 mins per person)	
	<i>To adjourn and hear from members of the public wishing to speak at the meeting (non-residents of Waddington to be heard at the discretion of the Chairman)</i>	
5.	Minutes of previous Meeting	
	<i>To resolve to confirm accuracy of the Minutes of Waddington Parish Council Meeting held on Monday 12th April 21 - to be signed off by the Chairman.</i>	Minutes 12th April
6.	Haweswater Aqueduct Resilience Programme (HARP)	
	<i>6.1 To receive and note the update report from Cllr Taylor regarding HARP. 6.2 To resolve to agree the content of the enclosed draft letter to LCC Planning relating to concerns regarding the proposed planning application from Armstrong Aggregates Ltd for Waddington Fell Quarry.</i>	
7.	Confirmation of the Appointment of Committees	
	<i>To resolve to confirm the appointment of the Finance Committee.</i>	
8.	Confirmation of the Appointment of Representatives to other bodies	
	<i>To resolve to confirm and record the appointment of representatives to other bodies.</i>	

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9.	Subscription to other bodies	
	<i>To resolve to confirm the council's paid subscription to other bodies, specifically LALC (Lancashire Association of Local Councils) and SLCC (Society of Local Council Clerks).</i>	
10.	Review of the Council's Policy Documents	
	<i>To resolve to confirm that the council's policies are current, lawful and therefore fit for purpose.</i>	
11.	Any matters arising from the minutes & NOT covered on this Agenda (resolutions closed & not requiring being on Agenda)	
12.	Planning Applications	
	<i>To consider any response, objections or conditions to be sought in relation to the following Planning Applications: 3/2021/0247 - 98 Beech Mount Waddington BB7 3HS Proposed extension to rear of existing private dwelling to form kitchen/dining/utility. 3/2021/0452 - 17 Church Close Waddington BB7 3HX Proposed raising of roof, with part ground floor and part first floor extensions to rear.</i>	
13.	Monthly and Year End Financial Reporting	
	<i>13.1 To receive and note the monthly & YE financial reports prepared and circulated by the Responsible Financial Officer (and Clerk) Carol Baird.</i>	
	<i>13.2 To consider and approve the invoices for payment in the next period: Invoices over £100: Clerk's Salary for April £358.28 Clerk's Overtime for CiLCA course £432.97</i>	
14.	Council Policy and Procedure updates	
	<i>Due to the volume of material to be considered this month, there will be no new policies presented for consideration of implementation.</i>	
15.	Finance Committee update	
	<i>15.1 To receive and note the attached draft minutes of the first meeting of the Finance Committee which took place on 28/04/21 15.2 To receive and note the content of Cllr Rattigan's report on the subject of applying for grants and external funding. 15.3 To resolve to create a record of all applications made and received of grants and external funding 15.4 To resolve to update the Finance Committee's Terms of Reference to empower it to apply for grants on behalf of the full council as per the wording used in the recommendation 15.5 To register a subscription with My Funding Central 15.6 To receive and note the content of the VAT issue outlined in Cllr Taylor's report. 15.7 To resolve to refer the above matter to HMRC for direction.</i>	

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16.	Reduction of Speed Limit	
	<i>To receive and resolve the recommendation in the report from Councillor Sullivan regarding the speed limit in the village.</i>	
17.	Partnership Meetings	
	<i>To receive reports from external partnership meetings which impact on the Parish area e.g., LCC, RVBC updates</i>	
18.	Matters brought forward by Cllrs & Clerk as INFORMATION only	
	<i>No debate, resolutions or actions should arise from this item. If necessary, items should be agenda items for the next meeting. 18.1 Traffic Lights on West Bradford Rd by the school – Clerk update 18.2 Waddington Fell Race – Sunday 26th September 2021 – Cllr Taylor</i>	
19.	Next Meeting dates	
	<i>To consider and approve the following dates: Draft May minutes to be circulated – by Monday 17th May 21 Agenda items and Reports for June meeting to be submitted to Clerk – by midday Monday 7th June for Agenda to be sent out. Next meeting to take place Monday 14th June 21</i>	

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WADDINGTON PARISH COUNCIL REPORT TO THE COUNCIL

Meeting Date: Monday 10th May 2021
Title: HARP update
Submitted By: Cllr Darren Taylor

1. PURPOSE

- 1.1. To inform the Council of the developments with HARP since the last full meeting of the Parish Council on 8th April 2021.

2. ISSUES

- 2.1. The dedicated HARP section of the [waddington.website](#) has been updated with details of the Lancashire County Council planning application submitted by Armstrong Aggregates Ltd in relation to the proposed deposition of spoil from the HARP tunnels into Waddington Fell Quarry.
- 2.2. One HARP update email was circulated since the last meeting to inform subscribers of the availability of the planning application and the provision of a link to the site for comments.
- 2.3. There has been no communication received from the HARP Consultation Team and representations have been made by several members of the community that their own communication with the team has been unanswered.

3. RECOMMEND THAT THE COUNCIL

- 3.1. Note the content of this update.
- 3.2. Debate any additional action to be taken by the Council at this point in time.
- 3.3. Resolve to agree the content in the attached letter for submission to LCC Planning.

Councillor D. Taylor
3rd May 2021

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LCC Planning Application – Consultation Response

Your Ref: LCC/2021/0015

Dear Mr Hope,

We refer to the above planning application submitted by Armstrong Aggregates Ltd in relation to the restoration of Waddington Fell Quarry using arisings from HARP.

In producing this report, Waddington Parish Council makes the supposition that all due diligence has been taken by the various regulators in approving the funding and validating the necessity for United Utilities to bore 20km of new tunnels in the local area in order to deliver the Haweswater Aqueduct Resilience Programme (HARP). We therefore make no comment on wider community concerns in relation to necessity or the overall route of HARP tunnels.

Whilst broadly we welcome and support the key aims of this application, namely;

- (i) to achieve a net gain in biodiversity at the site through the provision of a variety of habitats and landforms
- (ii) to assimilate the site into its surroundings through sympathetic restoration features and
- (iii) to facilitate the tunnelling works of the HARP

Waddington Parish Council has a number of concerns relating to the absence, or level, of detail in several areas that means that we do not support it in its current form. Should you be minded to approve the application without resubmission then we are strongly of the view that conditions are applied in the following areas to ensure the above aims are met legally and satisfactorily for our community.

The success of this application may well be the 'least worst' option in dealing with the bi-product from the HARP for the *majority* of residents in the Waddington parish and surrounding areas located to the south of the site. In that it is extremely preferential to deposit the circa 1.5 million tonnes of arisings in close proximity to the tunnel openings rather than transporting it on to the A59 and elsewhere. However, the absence of critical aspects of the application leave large sections of our community exposed to:

- shortfalls in the design and scale of the proposal
- negative impact on their residential amenity due to the absence of mitigation measures and proposals for compensation
- limitations in the long term effect on nature through shortfalls in the restoration process and ownership of aftercare and a
- negative impact on the safety of highway users.

It is our view that the following material considerations require further clarification, commitment and measures from the applicant, through the resubmission of the application:

1. Timing of your (LCC) decision

We note that the application was received by your office on 29th January 2021 but was only recently validated on 1st April 2021 (two months being lost due to an incomplete application). This application is clearly intrinsically linked to the HARP planning application expected to be submitted to RVBC in June 2021 and would have been beneficial to have been dealt with by the same authority.

1.1 It is the view of Waddington Parish Council that the two planning authorities should consult closely and include appropriate conditions, or secure unilateral undertakings from the applicants in the respective planning decisions to reflect the interdependency of the applications.

1.2 It is our position that this application should be determined ahead of that taken by the RVBC. We find it unacceptable for instance for a decision to be made on the HARP road network options independently by RVBC, should this application, or the contract between the interested parties, then fail and enable the transportation of the totality of the arisings through our village, either on the existing road network or via a Ribble Crossing Haul Road.

1.3 Additionally, this application should *not* be determined ahead of and in the absence of the Environmental Impact Assessment (EIA) due to be submitted to RVBC later in the summer. This planning application will need to include and apply undertakings to comply with the mitigation outlined in the EIA report, to all proposed activities outside of the quarry environment.

Therefore the logical sequence would be the approval of the EIA, the decision on the LCC application followed by the decision on the RVBC application – or adequate legal undertakings being in place to implement the programme in this manner.

2. Consultation responses

2.1 We fully support the observations and recommendations for conditions outlined in the consultation responses from LCC Landscape, the LCC Ecologist and Lancashire Wildlife Trust. They are therefore not repeated herein.

3. Mining permission

The current planning application for the site permits for all quarrying and restoration to be completed by December 2022.

3.1 This application does not make clear whether the extension of restoration activity beyond this date - due to deposition of HARP arisings - will also seek to extend the period for mining. It should specifically state that the proposed mining of stone under the cutting sheds will be completed by December 2022 in line with the current planning timeframe and that no mining will take place beyond then. This date, in completing the mining operations, has long been awaited by this community in accommodating the impact of the site and it should not be extended.

Furthermore, Waddington Parish Council is concerned that if mining and deposition of spoil were to be synchronous, then governance and third-party monitoring of approved activities would be unfeasible and open to abuse i.e. it would be impossible to determine if laden vehicles leaving the site contained newly quarried stone or were moving/recycling arisings earmarked for the quarry.

3.2 The application should therefore specify that no part of this *waste* shall be removed or recycled in the future and that December 2022 is end-of-life for mining at the site.

The scoping documents submitted by United Utilities in relation to the wider programme of work relies heavily, in its estimates of vehicle movements through the villages and town - and environmental impact assessment - on the position that mining will have ceased by the commencement of tunnelling.

4. Transportation to/from the compounds

4.1 This application erroneously deals only with restoration within the confines of the quarry boundary. It is our view that the application should include all aspects of the operation from loading the spoil at the three compounds, transportation to the quarry, return journeys and the use of the public highway in doing so.

The likely significant and adverse impact on our community residing near the route along the public highway - and other road users - from dust, noise and traffic from the large number of HGVs travelling to (fully laden) the quarry and to the three tunnel compounds needs detailed planning control through this application. A lack of consultation to date leaves such residents highly vulnerable to a disproportionate and negative impact on their residential amenity with no prospect of mitigation or compensation identified in the proposal.

4.2 Whilst it is acknowledged that the issues of the transportation of the arisings along the *haul* roads will be included in the Environmental Impact Assessment

being submitted to RVBC, there should be inclusion of control measures in this application to identify the responsibilities and action to be taken by the applicant.

Steps such as;

- (i) sheeting all vehicles, in line with the current planning application, due to the anticipated small/varied aggregate size of the arisings
- (ii) using vehicles with sealed loads to prevent contaminated sediment-rich water leaking out onto the highway and into watercourses, given the high water content expected from use of the tunnel boring machines
- (iii) measures to mitigate road dust, increased wear and tear and damage to the road surfaces, particularly where haul roads meet the B6478
- (iv) providing acoustic screening for the most vulnerable residences
- (v) identifying practices for monitoring and recording noise, dust and vibration in key locations
- (vi) washing down vehicles before leaving compounds/haul roads
- (vii) membership of a considerate constructors scheme or similar to implement third party inspections of compliance with applied measures

By excluding the transportation on public highways from this application, it effectively absolves the applicant from control, mitigation and compensation measures in its current form, critical in ensuring the health and wellbeing of the communities of Waddington and Newton-in-Bowland during the applicant's transport operations.

5. Community Liaison

5.1 The applicant should identify a position of Community Liaison Officer and provide and publicise a helpline number/email for the duration of the deposition to respond to and deal with issues and complaints from the community. This channel of communication for consultation and exploration of the impact on the community most affected should be accessible as soon as possible as part of this planning process to assist in the identification of mitigation through direct consultation with those most affected.

6. Slaidburn Road

6.1 Cognisance should be made of the current poor condition of the B6478 Slaidburn Road along the whole length between the proposed Braddup haul road junction and the quarry site. In addition to the road being a patchwork of deep potholes, seepage from the site landscape (a waterfall torrent during heavy rain) in the vicinity of Area B quarry ponds onto the carriageway makes for dangerous road conditions with excessive surface flood water being held for long periods, this is particularly hazardous for cyclists (on this popular Strava™ route), motorcyclists and all vehicles travelling at or near the 60mph speed limit at this section.

6.2 The increase in frequency of HGV's travelling to and from the compounds – whether already permitted in the current planning quota or not – will inevitably

result in a proportionate increase in damage and an increased risk to road users. In the absence of usable information about road widening/repairing initiatives from United Utilities, it is difficult for us to rely on this issue being satisfactorily addressed in the submission of the wider planning application to the RVBC or by LCC Highways through routine maintenance. A Section 106 undertaking to work with the local authorities to improve drainage at the location and to maintain the road to a high standard would seem more than reasonable and appropriate in the circumstances.

7. HGV operating hours/licence

The current planning permission for the site restricts mining operations to of the hours of 0630 to 1830, Mondays to Fridays (except public holidays) 0630 to 1200 hours on Saturdays, and para 3.5.1 of the Supporting Statement in this application seeks to continue this position.

However, the proposed transport of material from the compounds to the quarry is a distinctly different operation than the current on-site mining activity.

7.1 Despite the quarry commencing on-site operations from 0630 hours, for many years there has been an informal agreement between the operators of the quarry and the village that HGVs will not travel through the village to collect materials until after 0700 hours. This has contributed to a long standing positive relationship and the practice should be reflected in this application as a condition of the application. This restriction of operating hours should apply to the relevant haul sections of the B6478, and not solely the village centre. To omit this would facilitate the movement of HARP related HGV's at all hours of day and night in readiness of the quarry opening to take spoil. It would also set a precedent for HARP related HGV's being able to travel through villages, the town and potentially the Ribble Crossing haul route prior to 0700 hours. Increasing the noise and vibration during unsociable hours, through the Waddington Conservation Area and very close to Listed Buildings (e.g. Almhouses and Waddington Bridge on West Bradford Road).

7.2 There is no indication in the application as to where the HGVs engaged in transporting the spoil are to be secured overnight, nor whether they will be expected or permitted to use the Ribble Crossing Haul Route (if approved). It is our view that the operators plan should be stated in this application as it is unclear how many individual HGV's in total will be involved and whether they will be required to travel through the village at the start and end of each day to travel elsewhere. The environmental impact of the fleet travelling daily to and from Horwich, Bolton (a round trip of 80 miles per HGV) should be assessed against the practicalities of refuelling and maintaining the fleet locally for the proposed six year duration of the tunnelling.

8. Governance

Whilst more relevant to the RVBC application, the HGV fleet providing the transport of arisings will clearly use large sections of the public highway simultaneous to other HARP related HGVs. A great deal of emphasis has been placed in the scoping documents and outline environmental impact assessment to RVBC on the average and maximum numbers of vehicles to be permitted/expected as part of the wider programme. Yet there is no clear indication as to how this will be governed and what penalties will be applied to which operators and how should the numbers of construction vehicles exceed permitted limits/times periods. The use of ANPR at strategic points in the area should be considered as part of the proposals, to monitor registered HARP/Armstrong Aggregates vehicle movement in line with planning restrictions. This should be considered in addition to reducing speed limits on the public highways in residential sections - subject to which haul roads are granted. Both these measures have scope to provide additional benefit to the community in tackling increasing rural crime and public safety on the highway.

9. Biodiversity Gain

We feel that there is conflicting information detailed about the likely restoration input activity and the net gain to be achieved as a result. To simply spread, compact and landscape the arisings and leave them to develop - as has occurred in Area B - will not, in our view, achieve the margin of net gain required without additional investment. Particularly investment in expert ecological management, carefully planned interventions, long term ownership and an extended period of aftercare.

10. Long term restoration management

Whilst we are encouraged by the outline proposal for natural restoration there is a lack of clarity on long term ownership and commitment to restoration management beyond the default period likely to be required by planning. Typically a local nature reserve should not be established for less than 21 years. This application gives little indication as to what will become of the site beyond 2033 and we feel that there is a missed opportunity to engage with the local community/local authority in forming long-term plans.

Local planning authorities should work with local councils to deliver community benefits and improvements in the parish(es) where development impact most. Waddington Parish Council would therefore prefer to see a greater commitment to investment in the community as a legacy to the decades of mining activity in the parish with the development of a scheme aimed at incentivising the community to welcome and promote this otherwise hugely negative and impactful programme of work in our area.

The site has great potential to provide the parishes of Waddington and Newton with a natural history focal point, a visitor centre for local students learning in

geography, engineering and natural history. A small café, a panoramic viewing platform and a limited number of discrete wildlife hides permitting public access and enjoyment of the site whilst maintaining a distance so wildlife and biodiversity takes hold, undisturbed, within the pits.

This is an opportune time to identify ownership of the site beyond that of the applicant's need for it, to consider the potential transfer of ownership – and responsibilities for long term aftercare of the site – into the care of a newly formed community trust, or an established wildlife trust.

Organisations such as the Lancashire Wildlife Trust have extensive experience of implementing restoration schemes across the region, with reserves in similar topographical landscapes locally such as Salthill and Cross Hill quarries in Clitheroe and Brockholes in Preston. There are opportunities for partnerships which should be explored further at this time. Such an approach will ensure that biodiversity net gain will be much more likely to be achieved within the site beyond the plans outlined in the application.

The wider HARP planning application to be submitted to RVBC will also see United Utilities striving to secure a biodiversity net gain whilst delivering several kilometres of new haul roads, excavating and transferring the 1.5m tonnes of spoil as well as the environmental impact of bringing new construction materials, equipment and machinery into the parish.

As a major landowner in the area, it would clearly be easier and no doubt preferable to United Utilities for the company to deliver a net gain on their own land holdings elsewhere in the AONB to offset the undisputed damage to the environment in Waddington and Newton-in-Bowland. However this approach would be wholly inappropriate, indeed for many, considered an unethical approach to be taken using central funding. The duty of achieving biodiversity net gain should clearly be delivered locally, in the parishes most affected in the Ribble Valley, undisputedly Waddington and Newton-in-Bowland. This is where the inter-dependency of the LCC and RVBC planning applications referred to above is critical and needs to be reflected through combined and coordinated Section 106 unilateral undertakings by the respective applicants.

Please do not hesitate to contact us should any of the statements herein required further clarification or consultation.

Your sincerely,



Carol Baird
Clerk to Waddington Parish Council
parishclerk@waddington.website

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Local Government Act 1972 Finance Committee Meeting of Waddington Parish Council

Minutes

Minutes are published to the parish council website in draft version until the next scheduled meeting whereupon they are approved for accuracy.

1. Attendance and Apologies	
<i>The attendance of Councillors Taylor, Bolton and Rattigan together with Mrs Baird, Responsible Finance Officer was noted and there were no apologies for absence.</i>	
2. Appointment of a Chair for the meeting	
<i>This being the first Finance Committee meeting for this council, members resolved to appoint Councillor Taylor as Chair.</i>	
3. Declarations of interest	
<i>No declarations of pecuniary or personal interests in matters identified in the agenda were received.</i>	
4. Public Participation (max 5 mins per person)	
<i>There were no members of the public present on this occasion.</i>	
5. Background Introduction	
<i>Cllr Taylor presented a summary of the current financial position including the governance, systems and processes and publication scheme implemented during the last month.</i>	
6. QuickBooks	
<i>Cllr Taylor provided an update on the transition to a new accounting process using QuickBooks software, including identifying that access was now available for all Finance Committee members to provide increased scrutiny and governance. In the near future reports would be automated and sent by email to the full council and publication of relevant reports would be made to the website. Extensive online (self-)training was available via QuickBooks and YouTube and Cllr Taylor was familiar with the product for advice and guidance. Transaction data for the 2020/2021 financial year had been input as back records to assist a review of all expenditure and to provide a baseline for variance comparison.</i>	
7. VAT	
<i>A report from Cllr Taylor regarding a VAT claim made in 2019 was debated and it was resolved to recommend to the full council that the matter be self-referred to HMRC for advice on corrective action.</i>	
8. Audit	
<i>8.1 The internal audit process was debated and it was resolved to instruct Mrs Atkinson (as previously arranged) to complete the 2020/2021 year end audit to meet reporting deadlines.</i>	

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	8.2 It was resolved to implement a series of improvements and governance measures, identified internally, during the next six months before seeking to commission an internal audit through the full council – for the Finance Committee Agenda at the 27 th Sept Meeting (end of Q2).	
9.	Year End	
	The year end reporting from the RFO was reviewed and it was resolved to recommend them to full council.	
10.	Budget, Forecasting and Reserves	
	It was resolved to produce a (now overdue) 2021/2022 Budget forecast in QuickBooks for the Finance Committee to review as soon as practicable with a view to recommending it to full council at its 10th May 2021 meeting. The goal moving forward to set the 2022/2023 Budget in November 2022 to inform the application for the following year's precept.	
11.	Grants and Fundraising	
	It was resolved to support the recommendations in the report from Cllr Rattigan seeking to formalise the council's process for applying for grants and other sources of external funding. It was noted that no additional funds were secured by the council in the last financial year, during a period of significant overspend, and all effort to identify funding opportunities must be explored before action taken.	
12.	Matters brought forward by Cllrs & Clerk as INFORMATION only	
	No debate, resolutions or actions should arise from this item.	
13.	Next Meeting dates	
	To consider and approve the following provisional meeting dates: 2021/2 Q1 meeting – 21st June 2021 (to review Q1 activity) 2021/2 Q2 meeting – 27th Sept 2021 (to review Q2 activity) 2021/2 Q3 meeting – 22nd Nov 2021 (to review Oct/Nov activity & set the Budget and Precept requirement) 2021/2 Q4 meeting – 21st Mar 2022 (to review Dec & Q4 activity & prepare for year-end reporting responsibilities)	

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www.waddington.website/parishcouncil

WADDINGTON PARISH COUNCIL REPORT TO THE COUNCIL

Meeting Date: Monday 10th May 2021
Title: Researching and applying for potential grants
Submitted By: Cllr John Rattigan

1. PURPOSE

1.1. To establish a process for Waddington Parish Council (WPC) that will enable it to successfully research and apply for appropriate grant funding for the benefit of Waddington residents.

2. ISSUES

2.1. The current approach of WPC to grant funding opportunities is unclear.

2.2. No readily available records of applications that have been previously made and their success.

2.3. No known documented strategy regarding projects that would benefit the residents of Waddington.

2.4. No known defined process regarding the authority required to make applications for WPC.

3. RECOMMEND THAT THE COUNCIL

3.1 Create a record of funding that has been applied for, and funding that has been received if one does not already exist.

3.2 Add a new paragraph to the Finance Committee Terms of Reference, which has been agreed by the Finance Committee at their meeting 28th April 2021, that empowers the committee to apply for grants and funds to support the council's projects, to build expertise and provide advice and guidance to all councillors on opportunities for external funding on their own proposals and projects.

3.3. Take up a free subscription to 'My Funding Central'. On their website 'My Funding Central' state "Our service offers an intuitive search functionality tailored to your fundraising needs. Easy access to thousands of grants and social investment opportunities from local, national and international funding sources, all in one place."

WADDINGTON PARISH COUNCIL REPORT TO THE COUNCIL

Meeting Date: Monday 10th May 2021
Title: VAT Reclaim 2019
Submitted By: Cllr Darren Taylor

1. PURPOSE

- 1.1. To inform the Council of the circumstances surrounding a VAT reclaim made in 2019 in relation to an invoice that year for drainage works to the playing fields.
- 1.2. To resolve to refer the matter to HMRC for advice and direction on corrective action.

2. ISSUES

- 2.1. Waddington Playing Fields, Twitter Lane is owned by Waddington Parish Council.
- 2.2. During 2019 work was carried out on the playing fields to improve the drainage of the football pitch. The total cost of the work was £17,008.40 + VAT of £3,401.68 (total £20,410.08)
- 2.3. Three quotations were obtained by a representative of the football club, which also raised the majority of the funding. The Parish Council contributed a total of £6,000 to the project (£5,000 + £1,000 VAT).
- 2.4. Waddington Football Club is not a body that is eligible to reclaim VAT on their expenditure.
- 2.5. The collective funds were placed in the account of Waddington Parish Council and the invoice paid for by cheque by Waddington Parish Council.
- 2.6. At a meeting of the council on 13th May 2019 it was agreed to claim the VAT back from the transaction and provide a refund to the football club.
- 2.7. On 9th Sept 2019 it was reported in the minutes of the meeting that Waddington Football Club had been reimbursed with the VAT from the drainage scheme as agreed previously.
- 2.8. Records indicate that the full amount of VAT totalling £3,401.68 was successfully claimed from HMRC and thereafter transferred to the football club via cheque number 1604. This included the £1,000 claimed for the portion of VAT on the Parish Council's contribution.

- 2.9. The circumstances were considered by the Finance Committee who met on the 28th March 2021 and subsequently recommended the course of action at 4.2 below.
- 2.10. *“The council needs to have robust arrangements in place for handling its responsibilities with regard to VAT”*¹
- 2.11. *“VAT can be a complex area for local councils and many have found themselves in breach of HMRC regulations through a lack of understanding.*

The basic premise is that a local council can recover the VAT paid out for non-business activities, where the council acts as a public authority and provides free services.

A common area where councils find themselves in breach of the regulations is where a local organisation or trust requests that their local council purchase some equipment on its behalf (using the organisation’s funds) so it can then reclaim the VAT for them.

If the council is not actually purchasing the equipment for itself and will not own the asset, then it cannot simply pass the invoice through its books in order to reclaim the VAT for another organisation. This could result in a VAT investigation and a fine or penalty.

*It is important that the council does not mix its monies and purchases with other organisations, even if they are charitable and for the benefit of the local community.”*²

3. INITIAL ASSESSMENT

- 3.1. That the VAT claim made should have been restricted to £1,000 (the Parish Council contribution), the football club contribution should have been kept separate from the councils accounts and that the VAT amount reclaimed by the council should not have been transferred to the football club.

4. RECOMMEND THAT THE COUNCIL

- 4.1. Note the content of this report.
4.2. Resolve to refer the issue to HMRC.

Councillor D. Taylor
3rd May 2021

¹ Para 1.17 Joint Panel on Accountability and Governance 2020

² Page 30 The Good Councillor’s guide to finance and transparency 2018

Waddington Parish Council

Financial Activities
April 2020 - March 2021

	TOTAL
Income	
Allotment Income from Tenants	480.00
Reimbursement of skip hire	220.00
Total Allotment Income from Tenants	700.00
Concurrent Function Payment	1,249.77
Pavilion Income	
Electricity meter takings	7.00
Total Pavilion Income	7.00
Precept	13,500.00
Refunds	102.41
VAT Reclaim	723.42
Total Income	£16,282.60
TOTAL	£16,282.60
Expenditures	
Allotment Expenditure	
Allotment Rent to Landowner	275.00
Water charges	168.05
Total Allotment Expenditure	443.05
Audit	
Internal Audit	60.00
Total Audit	60.00
Christmas	
Christmas Tree	350.00
Electricity supply	26.90
Total Christmas	376.90
Clerk	
Clerk's Home Office Allowance	372.00
Clerk's Mileage	58.35
Clerk's Overtime Incurred	709.17
Clerk's Salary	5,135.47
Total Clerk	6,274.99
Coronation Gardens	500.00
Waste Collection	210.20
Total Coronation Gardens	710.20
Defibrillators	
Defibrillator Batteries	276.00
Defibrillator Pads	123.89
Total Defibrillators	399.89
Donations made by WPC (Sect 137)	796.19
Information Technology	
Computer hardware	212.85
Software Subscriptions	336.76
Total Information Technology	549.61
Insurance Policy (Annual Fee)	2,315.85

	TOTAL
Maintenance	
Cleaning	40.00
Cost of Labour	5,656.60
Planting	200.00
Repairs	91.40
Signage	104.64
Tree Surgery	240.00
Weed Control	488.00
Total Maintenance	6,820.64
Office/Admin	
Printer Cartridges	59.86
Printing - External	349.69
Reference Books	119.66
Stationary	251.21
Total Office/Admin	780.42
Other Professional Services	
LALC Subscription	226.22
LALC Training Fee	150.00
Total Other Professional Services	376.22
Pavilion	
Electricity supply	172.32
Fire Extinguisher testing	255.90
Repair and maintenance	30.00
Water supply	42.65
Total Pavilion	500.87
Playground	
ROSPA Inspection	99.00
Total Playground	99.00
Playing Fields	
Grass cutting	1,342.93
Hedge cutting	67.20
Repair and maintenance	100.00
Total Playing Fields	1,510.13
Website	
Hosting	237.60
Total Website	237.60
Total Expenditures	£22,251.56
NET OPERATING INCOME	£ -5,968.96
NET INCOME/(EXPENDITURE)	£ -5,968.96

Waddington Parish Council

Financial Transactions by Category

1 April - 5 May, 2021

	TOTAL
Income	
Allotment Income from Tenants	
Reimbursement of skip hire	20.00
Total Allotment Income from Tenants	20.00
Precept	13,500.00
Refunds	15.10
Total Income	£13,535.10
TOTAL	£13,535.10
Expenditures	
Audit	
External Audit	48.00
Total Audit	48.00
Christmas	
Electricity supply	27.67
Total Christmas	27.67
Clerk	
Clerk's Home Office Allowance	372.00
Clerk's Mileage	8.10
Clerk's Overtime Incurred	418.04
Clerk's Salary	358.28
Total Clerk	1,156.42
Coronation Gardens	
Waste Collection	217.20
Total Coronation Gardens	217.20
Donations made by WPC (Sect 137)	38.00
Insurance Policy (Annual Fee)	2,376.40
Maintenance	
Cleaning	40.00
Total Maintenance	40.00
Office/Admin	
Printer Cartridges	24.99
Printing - External	46.54
Stationary	31.08
Total Office/Admin	102.61
Other Professional Services	
CILCA Qualification	410.00
Total Other Professional Services	410.00
Pavilion	
Electricity supply	74.38
Total Pavilion	74.38
Total Expenditures	£4,490.68
NET OPERATING INCOME	£9,044.42
NET INCOME/(EXPENDITURE)	£9,044.42

WADDINGTON PARISH COUNCIL
REPORT TO THE COUNCIL

Meeting Date: Monday 10th May 2021
Title: Road speed limits
Submitted By: Cllr Chris Sullivan

1. Background

Over the past month Cllr Sullivan have been approached by 8 residents of Spring Gardens regarding the excessive speed of vehicles.

The issues are as follows.

a) Vehicles leaving the village towards Clitheroe can see the national speed limit signs which are located on Clitheroe Road close by the "Welcome to Waddington" sign as soon as they reach the Katy Lane crossroads. The priority for traffic is also given for vehicles leaving the village. Drivers simply accelerate towards the national speed limit signs and are travelling at excessive speeds down Spring Gardens and past the lay-by parking facility. There are several restricted view driveways on this section and most drivers park in the car park nose first which means they are reversing blind and vehicles travelling at speed towards Clitheroe present a real risk.

b) In the reverse direction the 30mph signs approaching the village are too close to the village to allow deceleration before entering Spring Gardens. Vehicles reversing out of the car park and heading towards Clitheroe are a real hazard at excessive speed as they will reverse across the whole road.

c) In any event 30mph for the passage of vehicles through a village with many pinch points and cars parked on the highway seems excessive when contrasted with the 20mph zone travelling into Clitheroe from just past the Cemetery.

2. Proposal

2.1 To request County Highways move the national speed limit signs 100 metres towards Clitheroe to prevent Spring Gardens being used as an acceleration lane.

2.2 To reduce the speed limit through the village from the Welcome to Waddington sign on Clitheroe Road to the Higher Buck to 20mph.

3. RECOMMEND THAT THE COUNCIL:

3.1. Discuss and debate the proposal and also consider the 20mph restriction on all routes into the village.

Councillor Chris Sullivan

3rd May 2021