

# Waddington Parish Council

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

## Local Government Act 1972 Meeting of Waddington Parish Council

Monday 12<sup>th</sup> April 2021

This meeting was conducted via Zoom due to the current COVID-19 pandemic restrictions. Members of the public are welcome to attend our monthly and annual meetings – please find the Zoom meeting link at the foot of the next agenda or online at [waddington.website/meetings](http://waddington.website/meetings)

### Minutes

*Minutes from our meetings are normally reviewed and agreed at the following scheduled meeting and thereafter published to the village website.*

		Minute ref no. & Cllrs Proposing & Seconding
<b>1</b>	<b>Attendance and Apologies</b>	
	The attendance of Cllrs Doug Parker, Roy Edmondson, Darren Taylor, Chris Sullivan and Sarah Bolton were recorded, and no apologies were received. In attendance were Carol Baird, Parish Clerk, and 3 members of the public including John Rattigan and Liz Cox who had applied for the vacant Cllr positions.	
<b>2</b>	<b>Chairman's Announcement</b>	
	Chairman Doug Parker had proposed prior to the meeting that due to technical difficulties of chairing the meeting on zoom, that Cllr Chris Sullivan who had volunteered, would chair this meeting. This was seconded by Cllr Darren Taylor, and received a unanimous vote. Cllr Sullivan welcomed Cllrs and members of the public to the meeting which was being recorded on zoom. Recordings would be deleted when the minutes of the meeting were approved at the next WPC meeting.	21/04/002 Prop. Cllr DP Sec. Cllr DT
<b>3</b>	<b>Declarations of Interest</b>	
	No declarations of pecuniary or personal interests were received from Councillors in matters identified in the agenda.	
<b>4.</b>	<b>Public Participation (max 5 mins per person)</b>	
	Non recorded in these minutes.	
<b>5</b>	<b>Minutes of previous Meeting(s)</b>	
	A resolution to confirm the Minutes of the Waddington Parish Council Meeting held on 8 <sup>th</sup> March 21 as an accurate record was passed, and a copy is to be signed off by the Chairman as soon as is practicable.	21/04/005 Prop. Cllr DT Sec. Cllr DP

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<b>6</b>	<b>Any matters arising from the minutes &amp; NOT covered on this Agenda (resolutions closed &amp; not requiring being on Agenda)</b>	
	6.1 Bollards on house on Edisford Rd. Cllr Taylor updated the meeting that he had visited the house and that the issue of the bollards being replaced will be raised when the owners of the property move in.	
<b>7</b>	<b>Councillor Vacancies</b>	
	Cllr Sullivan wanted it recorded in the minutes that all WPC Cllrs were very thankful of the time spent with WPC by Cllrs Haworth and Cllr Hampson who had recently resigned from their positions. Cllr Haworth has recorded her thanks to WPC for flowers sent to mark her time in office.	21/04/007
	As there were two WPC Cllr vacancies and two applicants, the two new Councillors were duly co-opted, and welcomed to the meeting. Cllr John Rattigan (7.1) and Cllr Liz Cox (7.2) will receive their email welcome pack within the next few days and are asked to submit their acceptance of office and declaration of office to the Clerk who will then register them with RVBC. They were both advised that although they were very welcome to participate in the meeting discussions, they would be unable to vote on any motions until their paperwork has been completed.	21/04/007.1 John Rattigan Prop. Cllr DT Sec. Cllr CS  21/04/007.2 Liz Cox Prop. Cllr SB Sec. Cllr RE
<b>8</b>	<b>Haweswater Aqueduct Resilience Programme (HARP)</b>	Cllr Taylor
	It was resolved to receive and note the HARP update report from Cllr Taylor. Cllr Taylor reported that he has had no response to his further calls and questions to UU.	21/04/008 Prop. Cllr RE Sec. Cllr CS
<b>9</b>	<b>Planning Applications</b>	
	It was resolved that there were to be no response, objections or conditions sought in relation to Planning Applications listed in the April Agenda Appendix A. These had all been circulated between meetings to Councillors.	21/04/009 Prop. Cllr DT Sec. Cllr RE
<b>10</b>	<b>Planning Process</b>	Cllr Sullivan
	10.1 It was resolved that John Malcholc (RVBC Head of planning) would be invited to a separate extraordinary meeting in advance of the WPC May meeting. 10.2 & 10.3 items relating to consideration of a Neighbourhood Plan were deferred until after the above input.	21/04/010.1 Prop. Cllr DT Sec. Cllr RE
<b>11</b>	<b>Monthly Financial Report and Year End March 2021</b>	Clerk CB
	11.1 It was resolved to consider and note the financial report prepared and circulated by the Responsible Financial Officer Carol Baird.	21/04/011.1 Prop. Cllr DT Sec. Cllr RE
	11.2 It was resolved to consider and approve the invoices for payment in the next period (and any paid under Emergency Powers since the last meeting). Specifically, the following which exceed the sum of £100: CiLCA course fee to SLCC £410	21/04/011.2 Prop. Cllr DT Sec. Cllr RE

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	Zurich Insurance for y/e March 2022 £2376.40 (last year of fixed fee) Trade waste RVBC collection from Coronation gardens £217.20 Clerk Salary for March £358.28 Clerk Overtime for CiLCA course £418.04 HMRC Office expenditure allowance for y/e March 2022 £372 SLCC subscription for y/e March 2022 £112	
	11.3 It was resolved to approve (and Chair to sign) the Governance Statements for the AGAR report for accounts year end March 21. This item was discussed and unanimously approved when voted upon.	21/04/011.3 Prop. Cllr DT Sec. Cllr RE
	11.4 It was resolved to approve a date for the annual parish meeting for year-end accounts to be published. The date of 7.30pm Monday 10 <sup>th</sup> May was unanimously approved when voted upon.	21/04/011.4 Prop. Cllr RE Sec. Cllr DP
<b>12</b>	<b>Council Policy and Procedure updates</b>	Clerk
	12.1 It was resolved to approve the timetable for the adoption of WPC policies for the forthcoming year (live working document).	21/04/012.1 Prop. Cllr DT Sec. Cllr DP
	12.2 It was resolved to approve and adopt the revised WPC Standing Orders for publishing on the website. The time of starting of meetings was agreed at 7.30pm was agreed.	21/04/012.2 Prop. Cllr RE Sec. Cllr DP
	12.3 It was resolved to approve and adopt the WPC Code of Conduct for publishing on the website.	21/04/012.3 Prop. Cllr DT Sec. Cllr CS
	12.4 It was resolved to approve and adopt the WPC Financial Regulations for publishing on the website.	21/04/012.4 Prop. Cllr CS Sec. Cllr SB
<b>13</b>	<b>Council Committee formation – Financial Committee</b>	Cllr Taylor
	13.1 It was resolved to create a Financial Committee as proposed in Cllr Taylor's report, and the proposed financial committee terms of reference. The Cllrs who agreed to join were Cllrs Taylor, Bolton and Rattigan. The meetings will take place quarterly and will assist WPC and the RFO in budget setting and accounts and monitoring expenditure levels, amongst other financial items. It was agreed that all proposals raised by the financial committee would be brought back to the full WPC meetings for discussion, approval, voting and adoption.	21/04/013.1 Prop. Cllr DT Sec. Cllr RE
	13.2 It was resolved for WPC to sign up to a subscription of QuickBooks software for WPC accounting as recommended in the Clerk's research report showing several options. As the package includes the payroll, WPC will now end the use of a separate accounting firm to undertake this role.	Clerk Report 21/04/013.2 Prop. Cllr DT Sec. Cllr SB
<b>14</b>	<b>Waddington Brook Pollution</b>	Cllr Taylor
	It was resolved to approve the proposals in Cllr Taylor's report concerning the pollution of Waddington Brook from several sources. A parish wide communications strategy will be	21/04/014 Prop. Cllr DT Sec. Cllr CS

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	devised with the assistance of partners such as the Ribble Rivers Trust and Environment Agency. Cllrs Bolton and Taylor will lead on this and aim to bring drafts of the strategy to the May meeting for consideration.	
<b>15</b>	<b>To consider roles to be allocated for WPC Councillors/Clerk:</b>	Clerk
	15.1 The two village defibrillators require monitoring and maintenance checks on a fortnightly basis. Cllr Taylor volunteered.	21/04/015.1 Prop. Cllr DT Sec. Cllr CS
	15.2 Monitoring electricity readings and coin collection in the pavilion, monitoring the playing fields area and the playground. Cllr Cox volunteered.	21/04/015.2 Prop. Cllr CS Sec. Cllr RE
	15.3 Noticeboard regular checks and putting up of notices in both the village and Parish Council noticeboards. All notices to be laminated and Cllr Parker to provide the Clerk with a spare key to the noticeboard.	21/04/015.3 Clerk role
<b>16</b>	<b>Best Kept Village Competition</b>	All Cllrs
	16.1 It was resolved not to enter the Best Kept Village Competition in full this year due to financial constraints. 16.2 It was resolved to approach the Coronation Gardens volunteers, to explore whether an entry for the Gardens alone should be submitted.  The financial constraints were raised by Cllr Taylor who, following a close analysis of the WPC Accounts over recent years informed the council that there was a likelihood that monies relating to a VAT reclaim in 2018/19 would have to be repaid to HMRC. The amount of the claim was £3,410 which on inspection should not have taken place.  The full details of the findings will be given at the May WPC Annual Parish Meeting when the full accounts for the year ending March 2021 are published. Cllrs were advised that spending for the forthcoming 2021/22 financial year should be very limited as the amount above represents 25% of the annual precept.  Maintenance and upkeep of the village will this year rely on the good will of sponsors, grants and volunteers to source flowers for the flowerbeds and do a clean-up of the village.	21/04/016.1 Prop. Cllr RE Sec. Cllr DP  21/04/016.2 Prop. Cllr RE Sec. Cllr DP
<b>17</b>	<b>Partnership Meetings</b>	
	There were no representatives present to give an update.	
<b>18</b>	<b>Items brought forward by Cllrs &amp; Clerk as INFORMATION only</b>	
	(No debate, resolutions or actions should arise from this item. If necessary, items should instead be submitted as agenda items for the next meeting.)	
	Mr John Haselwood email to WPC regarding Clitheroe Rd Car Park – white lines and overgrown vegetation.	21/04/018 Prop. Cllr CS Sec. Cllr DT

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	The Cllrs considered the email and resolved to deal with the issues themselves by volunteering to cut the trees back and clean the silt off the car park. Cllr Sullivan agreed to contact Mr Haselwood to update him of the plans.	
<b>19</b>	<b>Next Meeting dates</b>	
	To consider and approve the following dates: Draft April minutes to be circulated – by Monday 19 <sup>th</sup> April Agenda items and Reports for May meeting to be submitted to the Clerk – by midday Monday 3 <sup>rd</sup> May for the Agenda to be sent out. Next meeting to take place Monday 10 <sup>th</sup> May 21 via zoom The meeting was closed at 9.20pm	21/04/019 Prop. Cllr CS Sec. Cllr DT

All our Agendas, Minutes and online meeting links, together with further information about your Parish Council and its activities can be found online at [www.waddington.website](http://www.waddington.website)

**Carol Baird**  
**Clerk to Waddington Parish Council**

Signed as approved by

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**Chair of Waddington Parish Council**

**Date**.....