

# Waddington Parish Council

Clerk: Becky Moon

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## Local Government Act 1972 Meeting of Waddington Parish Council

Monday 13<sup>th</sup> February 7.30pm at St Helen's Refectory, St Helen's Church, Waddington.

### Minutes

*Minutes from our meetings are normally reviewed and agreed at the following scheduled meeting and thereafter published to the village website. Draft minutes are usually posted on the village noticeboards and website for expedience before they have been officially approved and signed off at the next WPC meeting.*

<b>1. Introduction</b>	
<p>Cllr Rattigan welcomed everyone to the meeting</p> <p>The attendance of Chair - Cllr John Rattigan. In addition, Cllr Roy Edmondson, Cllr Richard Harrison, Cllr Liz Cox and Cllr Cathie Melvin were recorded.</p> <p>Also in attendance were Becky Moon Parish Clerk &amp; RFO, Cllr Buller and 7 members of the public.</p>	
<b>2. Attendance and Apologies for absence</b>	
<p><i>To note attendance and to receive and approve apologies for absence.</i></p> <p>Apologies were received and accepted from Cllr Whitwell &amp; Cllr Coar.</p>	
<b>3. Declarations of interest</b>	
<p><i>To receive declarations of pecuniary or personal interests in matters identified in the agenda.</i></p> <p>None were received</p>	
<b>4. Public Participation (max 5 mins per person)</b>	
<ol style="list-style-type: none"> <li>1. A resident from West Bradford Road addressed Members describing issues about the road sweeper vehicle being unable to fully clean the area outside the resident's home due to cars being parked. This has resulted in a build-up of debris and leaves which blocks the drain. The resident requested the council's assistance.</li> <li>2. A resident of West Bradford Road commented on the recent HARP planning application which had no indication of time of</li> </ol>	

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	<p>the processing of the planning application by LCC/RVBC. Cllr Buller replied informing the resident the meeting will be in April. The resident also voice concerned about the road widen works which are due to be done. In addition, concerns that changes to speed limits will not be monitored. The resident was encouraged to send comments and concerns to RVBC.</p> <p>3. A resident raised concerns about the flooding on road and overgrown vegetation in parking area opposite Spring Gardens, they requested that the Council considers including areas affected on a preventative maintenance plan.</p> <p><b>Chair closed the Public Session</b></p>	
<b>5.</b>	<b>Minutes of previous Meeting</b>	
	<p>The accuracy of the Minutes of the previous Waddington Parish Council Meeting held on 9<sup>th</sup> January 2023 were agreed and signed by the Chair.</p>	<p>Prop. Cllr CM Sec. Cllr RE</p>
<b>6.</b>	<b>Any matters arising from the minutes &amp; not covered on this Agenda (resolutions closed &amp; not required to be on this Agenda)</b>	
	<p>The Chair informed members the insurance renewal is due on 23<sup>rd</sup> March, the matter is to be passed to Clerk.</p> <p>The Chair thanks Cllr Edmondson for taking on the defibrillator management.</p>	
<b>7.</b>	<b>The Pavilion and Playing Fields</b>	
	<p><b>1. To receive a verbal update concerning the play equipment repairs.</b></p> <p>Wicksteed contacted Cllr Harrison and they informed him that the roundabout repairs have not been successful. There are doubts as to whether it can be repaired. Cllr Harrison asked Wicksteed to investigate whether parts can be supplied.</p> <p><b>2. To receive and note a verbal update re the playing fields boundary fence.</b></p> <p>Biodiversity Grants will be received by the next meeting. Cllr Whitwell has submitted the Lancashire Environmental Fund for the hedges and fence. Receipt has been confirmed, if successful Council will be informed in mid-March.</p>	

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	<p><b>4. Update regarding the Waddington Football Club new agreement.</b></p> <p>The Clerk updated Member that WFC have not yet had a committee meeting to discuss.</p> <p><b>5. To consider further action required with Land Registry.</b></p> <p>Clerk to register the recreational area land with Land Registry, there are further investigations and information gathering required to complete the Land Registry forms. This matter is ongoing. Clerk to contact a resident who was involved with funding the pavilion.</p>	
<b>8.</b>	<b>Haweswater Aqueduct Resilience Programme (HARP)</b>	
	<p><b>To receive and note any updates.</b></p> <p>8.1 On 24<sup>th</sup> January the Chair and Cllr Buller attended an online meeting with United Utilities, it was a presentation of what they are going to submit to LCC. United Utilities plan to install speed-reducing measures by using cushions on Slaidburn Road, West Bradford Road and in The Square. It is unclear as to whether the road cushions will be coloured.</p> <p>The Chair noted the path outside of The Higher Buck is removed as per the plans and there appeared to be no footpath extensions on West Bradford Road. Bollards outside of the Arms Houses are to be replaced with reflective bollards. Members voiced concern about the increased potential congestion, especially around school time. The Chair asked United Utilities if they would install a car park to assist with congestion around the school and was informed this was not a consideration.</p> <p>Updates are to be included in the newsletter.</p>	
<b>9.</b>	<b>Updates from Committees</b>	
	<p><b>Staff Committee – update by Cllr Rattigan</b></p> <p><b>1. To consider the job description and recruitment of Lengthsman</b></p> <p>Cllr Cox had circulated a proposed job description for the role, it was noted that it was reasonable to include a line which The Council would reserve the right to include other reasonable activities within the role.</p> <p>It was discussed that the ideal candidate will be self-employed with own equipment and the rate of pay will be £12.50 p/h, the Clerk will manage the Lengthsman taking instructions from the Council.</p> <p><b>RESOLVED – Cllr Rattigan to post job online by March meeting at £12.50 p/h. The Clerk will line manage the role when in place.</b></p>	<p>Prop RH 2<sup>nd</sup> RE</p>

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	<p><b>Finance Committee – update by Cllr Rattigan</b></p> <p><b>1. <i>Purchase of laptop for Clerk</i></b></p> <p>The Clerk had research suitable laptops and presented an ASUS Vivobook to Members for consideration.</p> <p><b>RESOLVED - It was agreed the Clerk could purchase the model for £549.99</b></p> <p><b>2. <i>An application for The Community Orchard funding.</i></b></p> <p>Site meeting was undertaken in January, with the Arms Houses in Parson’s Croft Members discussing moving forward with plans.</p> <p><b>RESOLVED – Members agreed to submit an application for the Community Orchard to be done by Cllr Whitwell</b></p>	<p>Prop LC 2<sup>nd</sup> RH</p> <p>Prop JR 2<sup>nd</sup> RE</p>
10.	<b>Financial Reporting</b>	
	<p>By the Responsible Financial Officer:</p> <p><b>1. <i>To receive and note the monthly report of finances for y/e 31/03/23</i></b></p> <p>Report had been circulated to Cllrs prior to the meeting. The bank balance as at 13<sup>th</sup> February 2023 was £7,774.68</p> <p><b>2. <i>To receive and note an update on the WPC bank account mandate.</i></b></p> <p>The Clerk confirmed she had completed the mandate work and was in the process of removing redundant mandates.</p> <p><b>RESOLVED - the Clerk can remove the redundant mandates of the previous Clerk and Councillors.</b></p> <p><b>3. <i>To receive and note an update concerning the VAT claim for the play area surface invoice – on going with Clerk.</i></b></p> <p>Ongoing</p> <p><b>4. <i>To receive and note an update regarding the grass-cutting invoice from RVBC.</i></b></p> <p>Invoice for £1,269.79 has been received and requires payment.</p> <p><b>RESOLVED – payment to be made by Clerk</b></p>	<p>Prop RH 2<sup>nd</sup> RE</p> <p>Prop RH 2<sup>nd</sup> RE</p>

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	<p><b>5. To receive and note an update on income applied for since the last meeting, Biodiversity grant and Local Delivery Scheme. RVBC grant towards playground repairs.</b></p> <p>The remittance for the grants had been received at the time of meeting however the payment had not yet reached the bank account.</p> <p><b>6. Expenses by the Clerk and discretionary authorisation of monies for the Clerk.</b></p> <p>The Clerk requested Members consider changing the discretionary authorisation limit for a Clerk to £50 and that at least two Members are informed of the expense immediately.</p> <p><b>RESOLVED - it was agreed that the changes will be made in the financial procedures.</b></p>	<p>Prop LC 2<sup>nd</sup> RH</p>
11.	<b>Council's Timetable</b>	
	<p>The WPC Timetable has been revised</p> <p>Insurance to be added in March – Clerk to forward insurance quote to Cllr Harrison to get additional quote.</p>	<p>Timetable to be circulated</p>
12.	<b>Parish Council Website</b>	
	<p><b>To discuss and resolve the Parish Council website and email address</b></p> <p>The Clerk had circulated the quote from Easy Websites, set up cost was waived on this occasion and the monthly cost is £23.00 + VAT per month. There would be one email address included training for the Clerk to update the site as required. Support is included and the company will transfer all required information from the existing site to the new one. The Clerk explained to Members that the new website would be streamlined, and contain Parish Council information including HARP project, news and councillor information.</p> <p><b>RESOLVED – Members agree to enter into a contract with Easy Websites for a new site and the Clerk will manage the transition and content.</b></p>	<p>Prop RH 2<sup>nd</sup> RE</p>
13.	<b>Speed Limit Within Parish</b>	
	<p><b>To discuss and resolve action regarding speed limits within the village following an enquiry from a resident.</b></p> <p>Members noted that the recent development in the HARP project should be a positive step toward solving the issue. Cllr Buller reported the matter was discussed at the last Parish Liaison Committee meeting and it was</p>	

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	suggested that Parish Councils in the area may liaise to then approach LCC about possible changes. However, it was recognised that the police do not enforce 20 mph speed limits.	
<b>14.</b>	<b>West Bradford Road road-cleaning enquiry</b>	
	<p><b><i>To discuss and resolve Parish support following resident enquiry about assistance with road cleaning on West Bradford Road. The resident has been invited to address the council in the public session.</i></b></p> <p>The resident had addressed the council in the public section, Members noted that the recent development in the HARP project should be a positive step toward solving the issue along with the employment of a Parish Lengthsman. Clerk to contact the resident and inform of the outcome.</p>	
<b>15.</b>	<b>Parish Events 2023</b>	
	<p><b>To receive updates with regards to 2023 community events &amp; newsletter</b></p> <ol style="list-style-type: none"> <li><b>1. Duck Race</b></li> <li><b>2. King's Coronation Celebrations</b></li> <li><b>3. Scarecrow Festival</b></li> </ol> <p><b>To discuss a newsletter for distribution in March.</b></p> <ol style="list-style-type: none"> <li><b>1. Duck Race –</b> Volunteer, Mr Sullivan informed Members that a meeting will be held on Wednesday 15<sup>th</sup> February. The concerns are not of a lack of volunteers for organising the event but for volunteers on the day. It was noted that if groups and associations are to benefit from the monies raised at the event that they should be willing to ensure they supply volunteers throughout the day. Mr Sullivan will report back.</li> <li><b>2. King's Coronation –</b> Waddington Social Club will be showing the Coronation on the big screen on the day. The Clerk informed Members that Waddow Hall will send their plan for the celebrations and that the residents of Waddington will be welcome. Clerk will forward details to Member when received from Front Office Manager. Individual streets are planning to hold street parties.</li> <li><b>3. Scarecrow Festival –</b> the theme will be decided at the meeting on Wednesday 15<sup>th</sup> February.</li> <li><b>4. Newsletter</b> The Chair has circulated a draft new letter to Members, newsletter will be circulated in March.</li> </ol>	

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16.	<b>Best Kept Village Competition</b>	
	<p><b><i>To discuss and resolve interest in entering Best Kept Village Competition 2023.</i></b></p> <p>Moved to the March agenda</p>	
17.	<b>Coronation Gardens</b>	
	<p><b><i>To receive updates</i></b></p> <p>The Clerk read an email from a Coronation Gardens volunteer to inform members of their plans for the gardens in summer.</p> <ul style="list-style-type: none"> <li>• To continue to tidy and maintain the Gardens</li> <li>• Paint the donation post box matching the existing colours and letters in gold.</li> <li>• To look to incorporate local volunteering morning at the Gardens as part of the Coronation celebrations on Monday Bank Holiday. This could include other areas of the village if enough volunteers in addition local children could design posters.</li> </ul>	
18.	<b>Allotments</b>	
	<p><b><i>1. Receive any updates</i></b></p> <p>The van is still left abandoned, Cllr Coar was going to contact the relevant department at RVBC. The Clerk informed Members that the water meter for the allotments should be located at the rear of a house on Queensway.</p> <p><b><i>2. Signage</i></b></p> <p>The Clerk had researched small stone signage for letters for split plots. Clerk had also contacted Ribble Valley Signs for a quote to replace the existing gate sign. Less information will be required on the sign. A quote has not been received.</p> <p><b><i>RESOLVED – Clerk to purchase 3 x A &amp; 3 x B Slate signs from eBay.</i></b></p>	<p>Prop RH 2<sup>nd</sup> CM</p>
19.	<b>Planning Applications</b>	
	<p>Planning Application No: 3/2023/0049 Grid Ref: 371966 446630 Proposal: Proposed fenestration to the front and side elevations.</p>	<p>Planning apps circulated to Cllrs between meetings.</p>

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	<p>Location: 1The Graces Slaidburn Road Waddington BB7 3AA</p> <p>Planning Application No: 3/2023/0039 Grid Ref: 372270 445752 Proposal: Variation of condition 2 (approved plans) of planning permission 3/2021/0144 to allow retention of unauthorised work consisting of rooflights to north elevation, chimney to east elevation and window in garage, omission of two windows and alteration to glazed door in south elevation. Removal of Condition 13 (PD Rights) to reinstate permitted development rights. Location: Ashcroft Mill Lane Waddington BB7 3JJ</p> <p><b>No comments were made</b></p>	
20.	<p><b>Partnership Meetings</b></p>	
	<p>To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates.</p> <p><b>No reports given</b></p>	
21.	<p><b>Waddow Hall / Duke of Edinburgh land issues</b></p>	
	<p>To receive and note verbal update from Cllr Whitwell regarding the Duke of Edinburgh students staying at Waddow Hall and the proposed meeting with local farmers/landowners chaired by the NFU.</p> <p>Carried forward to March agenda</p>	
22.	<p><b>Matters brought forward by Cllrs &amp; Clerk as INFORMATION only</b></p>	
	<p><b>9.28pm Council voted to extend the meeting longer than two hours</b></p> <p>No debate, resolutions or actions should arise from this item. If necessary, items should be deferred as agenda items for the next meeting.</p> <p><b>1. Lighting column licences – LCC clarification received Clerk to explain</b></p> <p>The Clerk had contacted LCC for clarification for the new rules about hanging items from lighting columns (lamp posts). The rules are that all lighting columns regardless of age must have a license and the Council must pay for the license regardless of age of column – the license will last no longer than 30 months. If LCC are given 10 weeks’ notice the Parish Council will not be charged a column testing charge</p>	

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	<p>for columns older than seven years.</p> <ol style="list-style-type: none"><li>2. The Clerk confirmed that the Parish water and electricity accounts are now online, and addresses have been changed from the previous Clerk's.</li><li>3. The Clerk advised Members she is still trying to get RVBC to update the website with the correct contact details for the council</li></ol>	
<b>23.</b>	<b>Next Meeting dates</b>	
	<p>To consider and approve the following dates: 17.1 Agenda items and Reports for the 13<sup>th</sup> March 2023 meeting to be submitted to the Clerk – by midday Monday 6<sup>th</sup> March 2023. 17.2 Next meeting to take place Monday 13<sup>th</sup> March 2023, 7.30pm at St Helen's Church Refectory meeting room.</p> <p style="text-align: center;"><b>Meeting was closed at 9.38 pm</b></p>	

All our Agendas, and Minutes, together with further information about your Parish Council and its activities can be found on our website at [www.waddingtonparishcouncil.org.uk](http://www.waddingtonparishcouncil.org.uk)