

Waddington Parish Council

Clerk: Becky Moon

clerk@waddingtonparishcouncil.org.uk

Local Government Act 1972 Meeting of Waddington Parish Council

Monday 9th October 2023 at 7:30pm in the Refectory meeting room at St Helen's Church
Waddington

R. Moon (Clerk & RFO)

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 website for expedience before they have been officially approved and signed off at the next WPC meeting

1. Introduction	Attachments
<p>Chair to welcome Councillors and members of the public, and to explain the process for any public participation at Agenda point 4.</p>	
2. Attendance and Apologies for absence	
<p>The attendance of Chair Cllr John Rattigan, Cllr Liz Cox, Cllr Richard Harrison, Cllr Roy Edmondson and Cllr Sarah Bolton was recorded.</p> <p>In addition Clerk and 5 members of the public were present.</p> <p>Apologies were received and accepted from Cllr Alan Coar</p>	
3. Declarations of interest	
<p>To receive declarations of pecuniary or personal interests in matters identified in the agenda.</p> <p>Cllr Bolton declared interest with regard to allotments</p>	
4. Public Participation (max 5 mins per person)	
<p>The Chair opened the meeting to the public.</p> <p>1. A resident addressed the members about the footpath at the side of the Old Hall and concern for the overgrown vegetation. The resident was informed that after a property search the matter had been passed to LCC Pathway Officer to contact the landowner. In addition the resident gave an update on their communication from LCC with regard to the replacement of signage and lighting outside Spring Gardens. The resident was assured that the Clerk would contact the Parish's LCC Councillor for support rectifying the matter.</p>	

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	<p>2. Members were informed that the Duck Race will take place in 2024 and that a donation of £1200 had been transferred to the Parish's bank account.</p> <p>3. A resident addressed the council commenting on the state of the footpath to the primary school on West Bradford Road. The resident was informed that the parish council are in contact with LCC. In addition the resident asked whether there are plans to reduce speed limits to 20 within the village's boundary, the resident was informed that the subject has been discussed at the Ribble Valley Road Safety and Traffic Working Party however no further actions have been planned. It was suggested that the Parish SPID was moved to another location in the village.</p> <p>4. A resident asked whether the council had received a response for the no confidence letter from RVBC, the Clerk had posted on the website however the file is not appearing. The resident also asked whether there had been responses from the letter sent to United Utilities in September. The resident was informed the council intended to discuss a community meeting.</p>	
5.	Minutes of previous Meeting	
	<p>To resolve to confirm the accuracy of the Minutes of Waddington Parish Council meeting held on Monday 11TH September 2023 - to be signed off by the Chair.</p> <p>RESOLVED – the minutes were agreed and signed</p>	<p>SB/RH 05.01.01</p>
6.	Any matters arising from the minutes & not covered on this Agenda (resolutions closed & not required to be on this Agenda)	
7.	Planning Applications	
	<p>Planning Application No: 3/2023/0700 Grid Ref: 372708 443859 Proposal: Planning Permission to remove existing conservatory and construct garden room to side. Location: Beechthorpe Belle Vue Lane Waddington BB7 3HY</p> <p>Planning Application No: 3/2023/0759 Grid Ref: 373563 444056 Proposal: Demolition of existing dwelling. Construction of replacement two-storey dwelling with rooms in the roofspace, single-storey annex and relocation of site access. Location: The Hawthorns West Bradford Road Waddington BB7 3JE</p> <p>No comments or objections were received</p>	

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8.	Haweswater Aqueduct Resilience Programme (HARP)	
	<p>To receive and note any updates.</p> <p>1. To discuss dates and relevant arrangements for a community meeting in November 2023.</p> <p>08.01.a The Clerk informed Members of the following</p> <ul style="list-style-type: none"> • Email and telephone call with the public relations Steve Wong United Utilities had taken place • Acknowledgement received from the office of MP Nigel Evans (Ribble Valley) • Email from MP Andrew Stephenson (Clitheroe & Pendle) • Nothing received from OFWAT • Automated reply from Cllr Rupert Swarbrick LCC • Letter from RVBC • No reply from Cllr Sophie Cowman <p>Members discussed requirement and format for a meeting which would be held with United Utilities. The Members decided it should be a community meeting facilitated by the Parish Council. Members highlighted that it should be for Waddington residents only, the Methodist Church was deemed a suitable. Members felt that it should be held before November meeting.</p> <p>RESOLVED – Clerk was asked to contact Steve Wong at United Utilities to attend a meeting 6th, 8th, 20th or 22th November. The Clerk was asked to inquire if they required questions before the meeting. Members decided the Methodist Church was the suitable location. It was resolved that WPC would chair the meeting – Cllr John Rattigan would chair. The Clerk invite those who received the letter to attend the meeting. Publicity would be on Facebook and kept local as the resident of Waddington Parish only, posters would also be put up and leaflets would also be produced and delivered to resident’s homes.</p> <p>08.02 The Clerk informed Members that Newton in Bowland Parish Council had been approached for a meeting about HARP and was awaiting a reply.</p>	08.01a.02
9.	Receive updates from Committees & Working Parties	
	Staff Working Party – update by Cllr Rattigan	

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	<p>9.01. The Members were informed that the Clerk's appraisal was due in November. The Appraisal to be undertaken by Cllr Rattigan and Cox on a date agreed with Clerk</p> <p>Finance Committee – update by Cllr Rattigan</p> <p>09.02. The Members were informed that the Finance Committee meeting has taken place on 09 October prior to the Parish meeting and the budget had been completed and agreed. The Committees recommendations will be given on the precept at November Meeting.</p> <p>Playing Field & Play Ground Working Party – Cllr Harrison / Cllr Coar</p> <p>09.03 Cllr Harrison informed members he had applied for funding for replacement of the roundabout. Photos of the playground surface to be sent to the Clerk to contact Bounceback</p> <p>RESOLVED – Members resolved Cllr Harrison could submit an application for the Lottery Awards for All grant</p>	<p>09.03.03</p>												
<p>10. Financial Reporting</p>														
	<p>By the Responsible Financial Officer:</p> <p>To approve:</p> <ol style="list-style-type: none"> Bank balance as at 30 September 2023 £19,000.57 Update of the VAT return and Concurrent Grant <p>Members were informed that</p> <p>£618 concurrent grant received from RVBC £1,432.16 VAT rebate</p> <ol style="list-style-type: none"> Expenditure to be approved September 2023 <table border="0" style="width: 100%;"> <tr> <td>Easy Websites</td> <td>Direct Debit</td> <td>£27.60 incl VAT</td> </tr> <tr> <td>Intuit</td> <td>Direct Debit</td> <td>£46.80 incl VAT</td> </tr> <tr> <td>Clerk salary for September</td> <td></td> <td>£567.13</td> </tr> <tr> <td>Christopher Walton (Lengthsman) July</td> <td></td> <td>£337.50</td> </tr> </table> <p>RESOLVED – it was agreed payments would be made by the Clerk</p> <ol style="list-style-type: none"> Receive update and resolve any matters regarding the Lancashire 	Easy Websites	Direct Debit	£27.60 incl VAT	Intuit	Direct Debit	£46.80 incl VAT	Clerk salary for September		£567.13	Christopher Walton (Lengthsman) July		£337.50	<p>10.03.04</p>
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	<p>Environmental Fund Grant – Cllr Bolton.</p> <p>10.4.a Cllr Bolton informed Members that the work is due to start on the pathway in Coronation Gardens w/c 17 October. The Clerk was requested to be available to make payment over the phone for the stone. A press release has been prepared to send out about the planned works.</p> <p>10.4.b Cllr Bolton sent the request for the advance payment of £2,768.75 prior to the meeting, Clerk confirmed this had not been received, acknowledgment was received for the request.</p> <p>Cllr Bolton has had a site meeting with the lengthsmans at the playing fields cutting back.</p> <p>10.4.c Members were informed local businesses have been approached to donate towards the project, it was discussed that community fund raising should also be undertaken. Suggestions were made that a bar could be run at the Christmas lights switch on. Biodiversity and Local Access grant monies will also be included.</p>	
11.	Lengthsman winter duties	
	<p>To discuss and confirm jobs and hours of Lengthsman during the winter months</p> <p>11.1. The Clerk was asked to contact the Lengthsman to have a sit down meeting to discuss the duties. A job list with a tick boxes to be created for the Lengthsman so that the work can be monitored.</p> <p>Members were asked to send the tasks required to be sent to the Clerk so that a job list can be created.</p>	
12.	Remembrance Sunday and Christmas	
	<p>To discuss and confirm arrangements for Remembrance Sunday and village Christmas tree</p> <p>12.1 Members discussed the arrangements for the Remembrance Service. Cllr Sophie Cowman has been invited, local British Legion has been contacted but no reply, local guiding units have been contacted.</p> <p>RESOLVED – Clerk asked to purchase a wreath, 40 lamppost poppies and banners from British Legion and Amazon. Members need to locate a Bluetooth speaker. Volunteers to be found to slow/divert traffic on Sunday 12th at 11am.</p> <p>12.2 Members discussed the arrangements for the Christmas lights switch on. The use of gazebos maybe required as shelters. The need for the refreshments was discussed.</p>	12.01.05

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	<p>RESOLVED – Light switch on to be held Friday 1st December at 6.00pm. Cllr Rattigan to apply for the road closure 5.30pm - 7.30pm. A bar to run to raise fund with the assistance of a local business. Soft drinks will be run from the Refectory. Clerk was asked to contact Waddow Hall to borrow their PA system if available.</p>	12.02.06
13.	CCTV & Crime in area	
	<p>To consider what measure the council can consider with regard to CCTV and the recent increase in criminal activity in the area.</p> <p>Deferred to next meeting. The Clerk was asked to contact RVBC to email relevant information as representative is not available to attend meetings on Monday evenings for the November meeting.</p>	
14.	Coronation Gardens	
	<p>To receive updates</p> <p>1. Discuss and resolve how to use the Coronation grant for in Coronation Gardens</p> <p>14.1.a Members discussed and volunteers had been nsulted</p> <p>RESOLVED - Monies to be used in the LEF project and a plaque to be purchased in commemoration of the coronation of King Charles.</p> <p>2. Bench enquiry</p> <p>Update received from Volunteers, there were five benches to be refurbished and restored. In addition the budget for the herb garden has been decided and the plants will be ordered, the invoice will be sent to the Clerk.</p>	14.01.07
15.	Allotments	
	<p>1. To discuss and resolve letter to be to allotment holders.</p> <p>17.1 members were informed that plot 13 has been vacated – no one has been contacted . Clerk had written a letter which required editing by Cllr Cox. There have been four visits by the Clerk to check the plots over the the past 4 months, in addition to Cllr Melvin’s visits.</p> <p>RESOLVED – Letter to be sent to the allotment holders identified by Clerk and Cllr Melvin (prior to resignation) informing them that the are</p>	15.01.08

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	being asked to reduce to a half plot or their tenancy is not being renewed due to not adhering to terms of the tenancy agreement. Cllr Edmondson to join the Allotment Working party after the resignation of Cllr Melvin.	
16.	Waddington Community Orchard Project	
	<p>1. To receive an update of the project from Cllr Bolton. To discuss and resolve further actions required regarding planning permissions.</p> <p>16.1 RVBC have informed Cllr Bolton that a planning application has to be submitted for the orchard cost is £125</p> <p>RESOLVED – Agreed Cllr Bolton to send payment details to Clerk and submit planning.</p>	
17.	The Pavilion and Playing Fields	
	<p>1. To receive and note a verbal update re the playing fields boundary fence.</p> <p>17.1.1 Members noted that grass cuttings are being disposed in the area and an alternative disposal is required.</p> <p>2. To discuss and resolve action required following the ROSPA inspection of the playground</p> <p>17.2.1 Cllr Harrison to look into any works highlighted and reported back to members in November</p> <p>3. To discuss and resolve actions to the agreement for grass cutting with Waddington Football Club</p> <p>17.3.1 Clerk asked to contact WPC and WCC for a meeting with two Councillors.</p>	
18.	Annual maintenance work in Parish	
	<p>To discuss and resolve actions required regarding contracted works.</p> <p>1. Fire and Extinguisher and PAT testing</p> <p>RESOLVED – Clerk to arrange PAT and Fire safety check with Lancashire Fire and Safety before November meeting. It was decided the Clerk’s computer doesn’t need testing.</p> <p>2. Hedge cutting</p>	18.01.09

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	The hedge cutting on the playing field not to be done as damage may be done to pitches.	
19.	Highways	
	<p>1. To discuss and receive update regarding lamppost and signage Spring Gardens.</p> <p>19.1. LCC have been contacted again</p> <p>2. To discuss and resolve actions required regarding issues on the footpath to Waddington School on West Bradford Road.</p> <p>19.2. Clerk to email LCC and Cllr Rupert Swarbrick requesting assistance with the matter</p>	
20.	Partnership Meetings	
	<p>To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates.</p> <p>1. Parish Liaison Committee – no updates 2. Parish and Town Council Conference – no updates 3. Traffic & Road Safety Working Party – Members to attend meeting</p>	
21.	Waddow Hall	
	<p>1. To discuss and update with regard to the sale of Waddow Hall by Girlguiding and application for Asset of Community Value.</p> <p>21.1 An email has been received requesting a letter of support from Friends of Waddow for the application.</p> <p>RESOLVED – A letter will be written in support of the purchase but will not offer monetary support.</p>	21.01.10
22.	Councillor Vacancy	
	<p>To resolve actions required to fill casual vacancy on council</p> <p>Members were asked to consider possibilities of new council member. Casual vacancy form to be sent to RVBC by the Clerk</p>	
23.	Matters brought forward by Cllrs & Clerk as INFORMATION only	

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	No debate, resolutions or actions should arise from this item. If necessary, items should be deferred as agenda items for the next meeting. No matters brought to council	
24.	Next Meeting dates	
	To consider and approve the following dates: 17.1 Agenda items and Reports for the 13 th November 2023 meeting to be submitted to the Clerk – by midday Monday 6 th November 2023. 17.2 Next meeting to take place Monday 13 th November 2023, 7.30pm at St Helen's Church Refectory meeting room.	

All our Agendas, and Minutes, together with further information about your Parish Council and its activities can be found on our website at