

# Waddington Parish Council

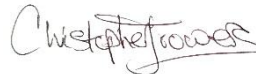
Clerk: Chris Towers

[clerk@waddingtonparishcouncil.org.uk](mailto:clerk@waddingtonparishcouncil.org.uk)

## Local Government Act 1972 Meeting of Waddington Parish Council

Meeting of the Parish Council held in person on **Monday 13th January 2025** at 7:30pm in the Refectory meeting room at St Helen's Church Waddington

C Towers (Clerk & RFO)



### Minutes

1.	Introduction	Attachments
	Chair welcomed Councillors and members of the public, and to explain the process for any public participation at Agenda point 4.	
2.	Attendance and Apologies for absence	
	<p>The attendance of Cllr John Rattigan, Cllr Sarah Whitwell, Cllr Liz Cox, Cllr Roy Edmondson and Cllr Ian Dixon</p> <p>Also in attendance were two members of the public, the Clerk and Assistant Clerk.</p> <p>Apologies were received and accepted from Cllr Richard Harrison.</p>	
3.	Declarations of interest	
	No declarations of pecuniary or personal interests in matters identified in the agenda were received.	
4.	Public Participation (max 5 mins per person)	
	<p>The meeting was adjourned for members of the public to address the Council. It was explained to members of the public that when the meeting was brought into session then they would not be able to address the Council.</p> <p>Representatives of The Out Barn addressed members, highlighting that their application is to surrender unlimited training &amp; corporate use in return for an additional 60 wedding days per annum, leading to a revised total of 100 wedding days annually (an overall reduction of 72% operational days each year). The representatives advised they had no intentions to seek further increases. The representatives acknowledged that the Highways Report remains inconclusive. They have addressed concerns raised by the Highways Department and have submitted a reply to which they are now awaiting a formal response. Cllr Rattigan reiterated the Council's position of deferring any comment pending resolution of the Highways Report.</p>	

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5.	<b>Minutes of previous Meeting</b>	
	<p>To resolve to confirm the accuracy of the Minutes of Waddington Parish Council meetings held on Monday 11th November 2024 &amp; Monday 9th December 2024 - to be signed off by the Chair.</p> <p><b>RESOLVED: November and December minutes were approved</b></p> <p>Objections previously raised re the November minutes were discounted as, having declared a conflicting personal interest, the appellant had left the meeting at the time the original comment was made.</p>	<b>05.01.01</b>
6.	<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><b>6.1 Little Green Bus</b> The Clerk confirmed that the previously agreed donation has now been made to the Little Green Bus.</p> <p><b>6.2 Councillor vacancy</b> The Clerk confirmed that the current councillor vacancy has been posted on the Council's web site. A notice will also be placed on the village noticeboards.</p>	
7.	<b>Planning Applications &amp; Road Closure</b>	
	<p><b>7.1 Planning application no: 3/2024/1025</b> Grid Ref: 372931 443805 Proposal: Planning Permission for proposed alterations to wall adjacent to driveway and installation of three air source heat pumps. Location: Waddington Hall Clitheroe Road Waddington BB7 3HP Members noted that the revised application seeks to address noise-related concerns previously raised by RVBC Planning Dpt. <b>No comments or objections were made to RVBC.</b></p> <p><b>7.2 Application 3/2024/0758 – The Out Barn – dependant on further developments</b> Members acknowledged the two recently submitted letters of support whilst noting that there has been no formal outcome of the Highways Report. <b>Council deferred comment or objection until the Highways Report has been formally concluded.</b></p> <p><b>7.3 Road closure notification from LCC</b> Members highlighted the lack of clarity as to the nature and extent of works proposed to be undertaken by Openreach, and the potential impact on village properties. <b>RESOLVED: Clerk to contact LCC to seek clarification as to the nature and extent of proposed works.</b></p>	<p><b>Planning apps circulated to Cllrs between meetings.</b></p> <p><b>07.03.02</b></p>

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<b>8.</b>	<b>Haweswater Aqueduct Resilience Programme (HARP)</b>	
	<p><b>8.1 To receive general updates</b> Members noted that United Utilities have announced the appointment of the Strabag-Equitix Consortium as preferred bidder. A link to a recent press article concerning this is to be posted on the WPC website.</p>	
<b>9.</b>	<b>Receive updates from Committees &amp; Working Parties</b>	
	<p><b>9.1 Staff Working Party – update by Cllr Rattigan</b>  <b>9.1.1 Appointment of new Clerk</b> Chris Towers has been employed as Clerk and RFO of WPC. The outgoing Clerk was thanked for her support with the ongoing handover process. The new Clerk to provide formal identification documents to finalise UK Right To Work requirements.  <b>9.1.2 Purchase of new dictaphone</b> Members discussed the need to purchase a dictaphone for the new Clerk, for the purposes of recording Council meetings. <b>RESOLVED: Approval granted to spend £150 on new dictaphone</b></p> <p><b>9.2 Finance Committee – update by Cllr Rattigan</b>  <b>9.2.1 2025/26 Precept</b> Cllr Rattigan confirmed that he had signed the Precept, which has since been submitted to RVBC by the Clerk.</p> <p><b>9.3 Recreational Field, Pavilion &amp; Playground Working Party – update by Cllrs Cox and Harrison</b>  <b>9.3.1 National Lottery update</b> Cllr Cox confirmed no update yet received.  <b>9.3.2 Replacement part for ‘Rock Away’</b> Cllr Cox advised that installation of the replacement part has been delayed due to weather.  <b>9.3.3 Adult seating in play area</b> No update was provided.</p>	<b>09.01.02.03</b>

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	<p><b>9.4 Funday Working Party – update by Cllrs Cox and Harrison</b></p> <p><b>9.4.1 General update</b> Cllrs Cox and Harrison to meet before the next meeting month to discuss next steps</p> <p><b>9.5 Scarecrow Festival Working Party – update by Cllr Dixon</b></p> <p><b>9.5.1 Recruitment of new councillor member to working party</b> Deferred to next month, pending progress in recruiting a new Council member.</p> <p><b>9.5.2 General update</b> Cllr Dixon has arranged to meet another party member this month to discuss plans. Cllr Rattigan confirmed that a representative of the volunteers group had been made aware that the Council will be making a contribution to this year's event. The representative will attend the February working party meeting.</p> <p><b>9.6 Asset Register Working Party – update by Cllr Whitwell</b></p> <p><b>9.6.1 Recruitment of new councillor member to working party</b> Cllr Edmondson volunteered to join the working party <b>RESOLVED: Cllr Edmondson to join the working party</b></p> <p><b>9.6.2 General update</b> No further updates received</p> <p><b>9.7 Community Orchard Working Party – update by Cllrs Whitwell and Edmondson</b></p> <p><b>9.7.1 Recruitment of new councillor member to working party</b> It was agreed that no new member is currently required</p> <p><b>9.7.2 General update</b> National Landscapes has agreed to make interim payments reflecting the timing of expenses as incurred by WPC New trees have been ordered, to be delivered last week of February. New benches have also been ordered. Fencing is scheduled for February with planting early March (deploying new volunteers group). Cllr Whitwell to provide communication email for Clerk to distribute to volunteers. A sign will be installed stating that orchard will only be open during daylight hours, to protect privacy interests of local residents.</p>	<p><b>09.06.01.04</b></p>
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	<p>Cllr Edmondson to seek to contact owner of adjoining premises to enable project updates to be notified.</p> <p>Cllr Whitwell to draft content for new Interpretation Board. Members discussed the benefits of a vertical design and the merit of involving the local school to assist with various design and concept ideas.</p> <p><b>RESOLVED: School to be invited to support with the design and interpretation of the Orchard project.</b></p> <p>Cllrs Rattigan and Whitwell to meet to consider location of Interpretation Board.</p> <p>Cllr Rattigan expressed thanks to Cllr Whitwell for her extensive and continuing efforts in supporting this project.</p> <p><b>9.8 Allotment Committee – update by Cllrs Rattigan, Edmondson and Dixon</b></p> <p><b>9.8.1 Water burst and replacement water supply</b></p> <p>Clerk to verify meter location and to seek quotes to replace supply pipe &amp; tap fitting and to install a ‘Not Drinking Water’ sign.</p> <p><b>9.8.2 General update</b></p> <p>An allotment holder has enquired as to their eligibility to join Allotment Committee. Members were reminded that only councillors could join Parish Council committees.</p> <p>There is one plot vacancy (Plot 5) as former holder has now moved to Plot 12. Cllr Whitwell is aware of and will approach an identified interested party.</p> <p><b>9.8.3 Allotment rent payments</b></p> <p>The Clerk confirmed that with two exceptions, all rents had now been received.</p>	<p><b>09.07.02.05</b></p>				
<b>10.</b>	<b>Financial reporting</b>					
	<p>By the Responsible Financial Officer: To approve:</p> <p><b>10.1 Bank balance as at 31 December 2024: 22,392.33</b></p> <p><b>10.2 Expenditure to be approved: December 2024 – January 2025</b></p> <table data-bbox="223 1899 1225 1993"> <tr> <td>Easy Websites (DD)</td> <td style="text-align: right;">£30.36*</td> </tr> <tr> <td>Clerk Salary - Dec (inc’ expenses &amp; 2024 AL allowance)</td> <td style="text-align: right;">£835.27</td> </tr> </table>	Easy Websites (DD)	£30.36*	Clerk Salary - Dec (inc’ expenses & 2024 AL allowance)	£835.27	
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<p>Water Plus</p> <ul style="list-style-type: none"> <li>- Allotments wp-INV07794374 £7.61 (Invoice £12.79 ex' VAT, account £7.74 in credit)</li> <li>- Pavilion wp-INV07798077 £6.57</li> </ul> <p>RVBC – invoice sdebt23845 (road closure) £47.67</p> <p>Chris Walton – missing invoices 2024</p> <ul style="list-style-type: none"> <li>- Dated 04 Aug 2024 (for works June) Inv 4304 £466.87</li> <li>- Dated 04 Aug 2024 (for works July) Inv 4311 £413.12</li> </ul> <p>EON (estimated) £180.99*</p> <p>A Isherwood - Inv 087 £1800.00</p> <p>* including VAT</p>	
<p><b>RESOLVED: Payments were agreed and are to be made by Clerk</b></p>	<p><b>10.02.06</b></p>
<p><b>10.3 Resolve the required changes to bank mandate. Additional Councillor signature required and new Clerk to be added.</b></p> <p>The Clerk reminded the Council that the previous two annual internal audits had found that in respect of making payments, the WPC Financial Regulations had not always been followed and that more robust controls were required specifically re payment approvals.</p> <p>The Clerk outlined the new payment approval process, which aligns with the revised Financial Regulations agreed at the December 2024 meeting and which will be implemented once the bank mandate is updated with new signatory details. Members discussed the required amendments to the mandate.</p>	
<p><b>RESOLVED: Mandate to be updated with removal of a former Councillor and the Clerk, and the addition of Cllr Dixon (signatory) and the new Clerk (online account Service Administrator).</b></p> <p>The adequacy of three signatories will be monitored in the short term, with any further revisions proposed as deemed appropriate.</p>	<p><b>10.03.07</b></p>
<p><b>10.4 Address and resolve action required with regard to the approval process of online payments.</b></p> <p>Discussed in conjunction with proposed amendments to bank mandate (item 10.3 above).</p> <p><b>RESOLVED: The payment process per the new Finance Regulations will be adopted once bank mandate is successfully updated.</b></p>	<p><b>10.04.08</b></p>

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	<p><b>10.5 Meter reading for the Christmas tree power source.</b> Cllr Harrison to provide the Clerk with the meter reading. The Clerk to contact ENW to request that the existing electricity supply box is surveyed with regards to its physical integrity.</p> <p><b>10.6 Easy Website payment schedule 2025</b> The Clerk confirmed that a 2025 schedule of charges has been received and that monthly costs remain unchanged from 2024.</p>	
<b>11.</b>	<b>Flooding in village</b>	
	<p><b>11.1 To receive updates with regards to flooding within the Parish</b> Cllr Swarbrick (LCC) is to meet with WPC Councillors before the next meeting to discuss village flooding issues.</p> <p><b>11.2 To discuss and resolve action regarding the mud caused by flooding at the carpark opposite Spring Gardens</b> Members agreed to use 'Love Clean Streets' website to report the issue of mud deposits and overgrown hedging in the vicinity.</p>	
<b>12.</b>	<b>Lengthsman</b>	
	<p><b>12.1 To consider and confirm the job list for the Parish Lengthsman Scheme to be able to receive a quote from scheme</b> Cllr Dixon to provide the Clerk with details of proposed works, which the Clerk will then communicate to the Lengthsman Scheme administrator.</p>	
<b>13.</b>	<b>Crime in area</b>	
	<p><b>13.1 To receive and discuss updates</b> Members noted the recent case of anti-social behaviour in the village as well as several other instances of farm theft.</p>	
<b>14.</b>	<b>Coronation Gardens, Village planting &amp; Christmas 2025</b>	
	<p><b>14.1 To receive any updates</b> No updates received.</p> <p><b>14.2 Resolve action required with regard to the power point in The Square and review any requirements for the Parish Christmas tree/decorations for 2025</b> Members discussed options for the provision of Christmas tree and/or new festive street lighting, with specific regards to cost efficiency and environmental considerations. Councillors to research potential options, for discussion at the next Council meeting.</p>	

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15.	Highways	
	<p><b>15.1 To discuss the Traffic Counter and Speed Survey results from Lancashire County Council</b> The Clerk is awaiting confirmation from LCC as to whether or not survey results can be published.</p> <p><b>15.2 Resolve plans for distribution of Slow Down stickers and where to place banners received from LCC following the guidelines given</b> The Clerk to distribute the recent guidance from LCC regarding use and placement of banner. Members will discuss with Cllr Swarbrick during site visit this month. Cllr Whitwell to arrange for picture of Slow Down sticker to be published on Waddington Watch Facebook site, inviting residents to request stickers as required. <b>RESOLVED: Members will ensure all banners and posters will be deployed / distributed in line with LCC requirements.</b></p>	<p><b>15.02.09</b></p>
	<p><b>9:30pm Members voted to extend the meeting beyond two hours</b></p>	<p><b>01.01.01</b></p>
16.	Defibrillators in village	
	<p><b>16.1 Receive any updates</b> Cllr Edmondson confirmed that both defibrillators are in working order.</p>	
17.	Annual Planner update	
	<p><b>17.1 Additions to planner to be discussed, if not already added in meeting</b> The Clerk confirmed that Ribble Valley in Bloom is on the Planner but will also add Christmas Grant renewal (early November) and an annual review of the Asset Register (April).</p>	
18.	Council email box	
	<p><b>18.1 Resolve action regarding increasing the email box storage allowance for Council emails and the costs involved</b> Easy Website has advised that the Council's mail box capacity can be increased from 2GB to 50GB at an additional cost of £5.50 per month. <b>RESOLVED: The Clerk will purchase the additional storage space as proposed by Easy Website.</b></p>	<p><b>18.01.10</b></p>
19.	Partnership meetings	
	<p><b>19.1 To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates.</b> No update provided</p>	



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	<p><b>19.2 Parish Liaison Committee meeting 30<sup>th</sup> January 2025</b>  All councillors to pre-notify the Clerk as to their expected attendance.  The Clerk to issue Council apologies if necessary.</p>	
<b>20.</b>	<b>Matters brought forward by Cllrs &amp; Clerk as INFORMATION only</b>	
	<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> <ul style="list-style-type: none"> <li>• Cllr Dixon has received a resident query regarding vehicles left at premises on Clitheroe Road. As this is private land, the Council has no remit to act.</li> </ul>	
<b>21.</b>	<b>Next Meeting dates</b>	
	<p><b>21.1 Next meeting submission</b>  Members were reminded that agenda items and reports for the February 2025 meeting are to be submitted to the Clerk by midday Monday 3<sup>rd</sup> February 2025.</p> <p><b>21.2 Next meeting arrangements</b>  The next meeting is to take place on Monday 10<sup>th</sup> February 2025, 7.30pm at St Helen's Church Refectory meeting room.</p> <p style="text-align: center;"><b>Meeting closed at 9:37pm</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)