

Waddington Parish Council

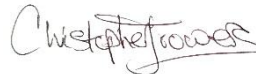
Clerk: Chris Towers

clerk@waddingtonparishcouncil.org.uk

Local Government Act 1972 Meeting of Waddington Parish Council

Meeting of the Parish Council held in person on **Monday 10th February 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	
	The attendance of Cllr John Rattigan, Cllr Sarah Whitwell, Cllr Liz Cox, Cllr Roy Edmondson and Cllr Ian Dixon Also in attendance were three members of the public and the Clerk. Apologies were received and accepted from Cllr Richard Harrison.	
3.	Declarations of interest	
	Cllr Whitwell – re Item 13 and Item 20.3	
4.	Public Participation (max 5 mins per person)	
	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. A representative of Ribble Rivers Trust outlined current Trust activity of relevance to the Parish, notably support to empower communities in mitigating local flooding and to improve fish passage in rivers. The representative suggested possible support by considering a modification to the lower weir in the village, and coordinating with other works to reduce flooding incidents, the latter being in the interests of reducing the cumulative impact on the local water and sewage infrastructure. A member of the public provided observations in respect of recent flooding incidents in the village including those in the locale of Spring Gardens, overgrown run-offs in the nearby car park, and a quantity of pebbles and stones washed down and accumulating in Waddow Brook, which may exacerbate further flood events.	

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	A member of the public highlighted that they had recently written to the Council making a series of requests for improvements to the village allotments. They were advised that the matter is to be considered by the dedicated Allotments Committee at its next meeting, to which allotment holders and members of the public will be invited – date to be confirmed (see Item 10.8).	
5.	Minutes of previous Meeting	
	To resolve to confirm the accuracy of the Minutes of Waddington Parish Council meetings held on Monday 13th January 2025 - to be signed off by the Chair. RESOLVED: January minutes were approved	05.01.01
6.	Any matters arising from the minutes & not covered on this Agenda (resolutions closed & not required to be on this Agenda)	
	6.1 Playing Field Benches Proposal agreed to relocate an existing bench from near Coronation Gardens to the playing field pavilion, for the benefit of adult spectators.	
7.	Councillor Vacancy	
	7.1 To consider received candidate application(s) re the current Councillor vacancy Clerk advised Members that the Council was not in a position to consider received nominations due to technical issues identified with the manner by which the councillor vacancy had recently been publicised. RESOLVED: Clerk is to re-advertised the vacancy on the village notice boards and Council website. Nominations from any interested party should now be received by the Clerk no later than 5pm Friday 28 February. 7.2 To co-opt new Councillor if application approved No nominations were considered or approved.	07.01.02
8.	Planning Applications & Road Closure	
	8.1 Planning application no: 3/2024/1025 Grid Ref: 372931 443805 Proposal: Proposed single storey side extension and internal alterations. Location: Apple Tree Cottage 4 Orchard Cottages Branch Road Waddington BB7 3HR A concerned resident has contacted Council outlining the potential negative effect on the character and appearance of the village and challenging the materials for the development as it was within a Conservation Area. The resident has also highlighted a previous Secretary of State appeal (2003) that allowed the original develop-	Planning apps circulated to Cllrs between meetings.

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	<p>ment but which stipulated specific criteria including in relation to building materials, and door and window architectural details.</p> <p>RESOLVED: Council to submit written representation to RVBC, highlighting the resident's concerns in respect of upholding the SoS Appeal specifications.</p> <p>8.2 Application 3/2024/0758 – The Out Barn – dependant on further developments No further updates have been posted by RVBC or shared with the Council.</p> <p>8.3 Road closure notification from LCC Clerk outlined the confirmation received from LCC that the works to be undertaken during the upcoming village road closures relate to maintenance and repair of existing Open Reach assets.</p>	08.01.03
9.	Haweswater Aqueduct Resilience Programme (HARP)	
	<p>9.1 To receive general updates No updates received.</p>	
10.	Receive updates from Committees & Working Parties	
	<p>10.1 Staff Working Party – update by Cllr Rattigan 10.1.1 To receive updates The new Clerk has been provided with a draft contract for review, and with relevant Council policies for awareness. Cllr Rattigan has met with the new Clerk and established that induction and handover from the former Clerk will conclude by the end of February.</p> <p>10.2 Finance Committee – update by Cllr Rattigan 10.2.1 To receive updates No updates received.</p> <p>10.3 Recreational Field, Pavilion & Playground Working Party – update by Cllrs Cox and Harrison 10.3.1 To receive update re National Lottery grant National Lottery has formally rejected the latest application. Feedback from NL will be reviewed in the interests of making any further applications.</p> <p>10.3.2 To receive update re replacement part for 'Rock Away' Cllr Cox advised that installation has been delayed due to unavailability of working party members.</p>	

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	<p>10.3.3 To receive update re adult seating in play area Cllr Cox advised that installation has been delayed due to unavailability of working party members.</p> <p>10.3.4 To receive other relevant updates A member of the Football Club reported a fault with a shower in the pavilion to Cllr Dixon. RESOLVED: Cllr Dixon to investigate the issue and to notify the Clerk, who will then seek to arrange suitable repair. Council agreed that Clerk may exercise his power per the Finance Regulations to initiate repairs up to the stated financial limit without requiring prior referral to Council for approval.</p> <p>10.4 Funday Working Party – update by Cllrs Cox and Harrison 10.4.1 To receive updates No update was received.</p> <p>10.5 Scarecrow Festival Working Party – update by Cllr Dixon 10.5.1 Recruitment of new councillor member to working party Deferred to next month, pending progress in recruiting a new Council member.</p> <p>10.5.2 To receive updates Cllr Dixon has met with another party member to review relevant legal, policy and funding provisions. There is an intention to coordinate promotional activities in respect of the Scarecrow Festival, Duck Race and Fun Day, with effect from late March.</p> <p>10.6 Asset Register Working Party – update by Cllrs Whitwell and Edmondson 10.6.1 To receive updates Cllr Whitwell to update existing register and to provide to Clerk.</p> <p>10.7 Community Orchard Working Party – update by Cllrs Whitwell and Edmondson 10.7.1 To receive updates re recent volunteer response Updated volunteer newsletter has been published. The recent bird box building event was successful.</p>	<p>10.03.04.04</p>
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	<p>Cllr Whitwell will facilitate submission of first grant claim, in respect of benches and tree works. Some gateway and walling damage has been incurred during tree works and this has been notified to the property owner's agent.</p> <p>Cllr Whitwell is to draft text for new interpretation board. Grant funds are expected to cover artwork design costs.</p> <p>Members debated the appropriate naming of the orchard, taking into account interests of all parties involved. It was agreed to adopt 'Waddington Community Orchard' as the primary name, with recognition given to those parties donating, funding and maintaining the land and assets.</p> <p>10.8 Allotment Committee – update by Cllrs Rattigan, Edmondson and Dixon</p> <p>10.8.1 To receive update re repairs to water supply No update provided.</p> <p>10.8.2 To receive update re rental arrears No update provided.</p> <p>10.8.3 To receive other relevant updates RESOLVED: The Allotment Committee will convene at 6:30pm Monday 10th March in the Refectory Meeting Room, St Helen' Church to discuss the improvement requests submitted by an allotment holder. Allotment holders and members of the public will be invited to attend.</p>	<p>10.08.03.05</p>																																
11.	Financial reporting																																	
	<p>By the Responsible Financial Officer:</p> <p>11.1 Bank balance as at 31 January 2025: £14,268.74</p> <p>11.2 To approve the schedule of payments as set out below:</p> <p>Payments made between 02 January and 03 February 2025:</p> <table border="1" data-bbox="272 1700 1278 2056"> <thead> <tr> <th>Payee</th> <th>Description</th> <th>£ Gross</th> <th>Date Paid</th> </tr> </thead> <tbody> <tr> <td>Little Green Bus</td> <td>Donation</td> <td>250.00</td> <td>02 Jan</td> </tr> <tr> <td>RVBC</td> <td>Temp Road Closure (29 Nov)</td> <td>47.67</td> <td>14 Jan</td> </tr> <tr> <td>Chris Bowers *</td> <td>Orchard Trees</td> <td>195.67</td> <td>14 Jan</td> </tr> <tr> <td>RV Roger Ltd *</td> <td>Orchard Trees</td> <td>775.50</td> <td>14 Jan</td> </tr> <tr> <td>MOL Sustainable Furniture *</td> <td>Orchard Benches</td> <td>2190.00</td> <td>14 Jan</td> </tr> <tr> <td>Amazon</td> <td>Clerk's new Dictaphone</td> <td>136.99</td> <td>15 Jan</td> </tr> <tr> <td>A Isherwood *</td> <td>Tree work (the Croft)</td> <td>1800.00</td> <td>21 Jan</td> </tr> </tbody> </table>	Payee	Description	£ Gross	Date Paid	Little Green Bus	Donation	250.00	02 Jan	RVBC	Temp Road Closure (29 Nov)	47.67	14 Jan	Chris Bowers *	Orchard Trees	195.67	14 Jan	RV Roger Ltd *	Orchard Trees	775.50	14 Jan	MOL Sustainable Furniture *	Orchard Benches	2190.00	14 Jan	Amazon	Clerk's new Dictaphone	136.99	15 Jan	A Isherwood *	Tree work (the Croft)	1800.00	21 Jan	
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C Walton	Inv 4304	466.87	21 Jan
C Walton	Inv 4311	413.12	21 Jan
E.ON	(DD) 01 Oct – 31 Dec 2024	180.99	21 Jan
HMRC	(DD) Clerk PAYE	12.07	23 Jan
Water Plus	(DD) Allotments INV08078209	15.61	29 Jan
Water Plus	(DD) Pavilion INV08083915	6.79	30 Jan
B Moon	Clerk costs (January)	766.68	31 Jan
C Towers	Clerk costs (January)	840.45	03 Feb
Easy Websites	(DD) Website administration	36.96	03 Feb

Proposed & scheduled payments to be made prior to next Council meeting (10 Mar'25):

Payee	Description	£ Gross
HMRC	(DD) Clerk PAYE	25.00
Water Plus	(DD) Allotments (estimated)	15.61
Water Plus	(DD) Pavilion (estimated)	6.79
RVBC	Pest Control (15 & 22 November 2024)	130.00

* Items expected to be fully or partially recovered via agreed grant funding

RESOLVED: Council approved the payment schedule and instructed the Clerk to make the outstanding payments

11.02.06

11.3 To receive update re revisions to the bank mandate

Clerk confirmed that all relevant parties have signed the mandate change application and that confirmatory instructions are currently awaited from the bank. Clerk will make enquiries with the bank to seek timely fulfilment of the new banking arrangements.

11.4 To receive update re Christmas Tree metered supply

Clerk advised that in response to the Council's request to survey the condition of the metered supply, ENW have asked if the identity of the original installer is known. Members confirmed that the supply is an old installation but were unable to confirm when it was installed or by whom. It was agreed that Clerk will make further enquiries with ENW, including their assets / wayleave department, in pursuit of the original request for a condition survey.

Clerk advised that ENW has also been asked to confirm the basis and accuracy of calculations in respect of charges for the 2024 Christmas tree lighting.

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12.	Flooding in village	
	<p>12.1 To receive updates with regards to flooding within the Parish Cllr Swarbrick (LCC) has provided an interim update in respect of the various matters raised by Councillors during his recent visit to the village.</p> <p>RESOLVED: Council will defer efforts to publish LCC data until the position on all matters is better understood.</p> <p>RESOLVED: Clerk will contact LCC to establish how and when LCC's position may be appropriately published within the parish.</p> <p>12.2 To discuss the location and status of the temporary flood gate Clerk is to ask Cllr Harrison to make enquiries and to provide update to Council.</p>	<p>12.01.07</p> <p>12.01.08</p>
13.	Lengthsman	
	<p>Cllr Whitwell left the meeting 8:35pm</p> <p>13.1 To receive an update on the status of the 2025/26 Lengthsman Scheme Clerk confirmed that the scheme administrator has acknowledged receipt of the 2025/26 schedule of works and has provided details of the two lengthsman. Work is anticipated to commence in March. Cllrs Rattigan and Dixon agreed to attend site visits with the lengthsman, facilitated by the Clerk.</p> <p>13.2 To agree any additional item for or amendment to the agreed works list Clerk to check if road sign cleaning is already scheduled and to add the matter if not.</p> <p>Cllr Whitwell re-joined the meeting 8:38pm</p>	
14.	Crime in area	
	<p>14.1 To receive and discuss updates Clerk highlighted an expression of intent by the Ribble Valley Neighbourhood Policing Team to attend future Council meetings as / when practical. Cllr Rattigan has extended an invitation to RVNPT to engage with upcoming village events. Clerk to contact RVNPT with a view to receiving future crime update reports. Clerk reminded Councillors of RVBC's promotion of a free Cybercrime webinar event being offered by the Clitheroe Auction Mart Business Hub for its agricultural customers (7pm on 27 March). This event is intended for the benefit of the local farming community as opposed to the wider public audience.</p>	

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15.	Coronation Gardens, Village planting & Christmas 2025	
	<p>15.1 To discuss and resolve action required re agreeing future provisions for Parish Christmas tree / decorations for 2025 Councillors discuss options for 2025 Christmas Tree. RESOLVED: Cllr Dixon to enquire with Duck Race Committee whether a contribution from the event proceeds could be made to support the cost of the Christmas Tree. Clerk to diarise submission of a grant application to RVBC (October deadline) to support with the cost of replacement lights for the tree.</p> <p>15.2 To discuss resident's enquiry re commemorative bench Members recalled that the Council had replaced the original bench because deterioration in its physical state had made it unsafe for use. Furthermore, the original plaque had become indecipherable. Despite being aware at the time that a resident had previously made enquiries re the bench, the Council had then been unable to identify this party for further dialogue. As a consequence, the Council acted to replace the bench, partially grant funded and without contribution from the family. Members confirmed there would be no objection to the resident's family purchasing and installing a new plaque.</p> <p>15.3 To receive other relevant updates RESOLVED: Clerk to submit application to RVBC for the 2025 'Ribble Valley in Bloom' event.</p>	<p>15.01.09</p> <p>15.03.10</p>
16.	Highways	
	<p>16.1 To discuss the Traffic Counter and Speed Survey results from Lancashire County Council LCC has confirmed its consent to publish summary results of the survey.</p> <p>16.2 To receive update re distribution of Slow Down stickers and installation of roadside banner Batches of the Slow down stickers to be supplied to Waddington Village Club, St Helen's Church and to be made available at Carter Fold dairy. 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. Clerk to re-distribute the recent guidance from LCC regarding use and placement of banner.</p>	

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	<p>16.3 To receive other relevant updates</p> <p>Cllr Whitwell outlined concerns raised in connection with parking and congestion at the village school and the associated risk to child and pedestrian safety. The school has approached LCC to enquire about extending the parking restrictions and road markings.</p> <p>The Clerk commented that there may be opportunity to seek support from the <i>Lancashire Road Safety Partnership</i>, from the perspective of protecting child pedestrians. Clerk to make enquiries with LRSP.</p> <p>Clerk to write to LCC in support of the school's request for additional parking restrictions and road markings.</p>	
17.	New Auditor	
	<p>17.1 To discuss and resolve action required re identification and appointment of Internal Auditor for 2024/45 year end</p> <p>Council noted that efforts continue to identify a new auditor for 2025 year end.</p>	
18.	Facebook Page	
	<p>18.1 To discuss the proposal to create a Council Facebook page</p> <p>Cllr Dixon promoted the merits in the Council having its own Facebook page, which in conjunction with other existing community pages, would help to enable the sharing of individual topics and issues via the most appropriate media channel.</p> <p>It was agreed that if created, then by default the page would be closed to comments and postings and that all content would be published by the Clerk. However, the page could signpost directly to the Council website and Clerk's contact details.</p> <p>RESOLVED: The Council will create a dedicated Facebook page.</p>	18.01.11
	<p>18.2 To resolve action required if proposal accepted</p> <p>Council agreed that some research is needed to understand and respond to any potential concerns and challenges in creating and subsequently administering a new media page and related content.</p> <p>RESOLVED: Clerk and Cllr Dixon to collaborate in researching and then taking the appropriate measures towards creating the Facebook page, having regard to any reasonably foreseeable risks and challenges (including those re page administration).</p>	18.02.11

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19.	VE Day	
	<p>19.1 To discuss Council's appetite for promoting VE Day celebrations Councillors discussed various celebratory events, ideas and resources being promoted by the Royal British Legion. RESOLVED: Bunting and VE Day commemorative flag to be installed at Cenotaph on 01 May (provisionally). The Council agreed a budget of £50 for the flag, which the Clerk will purchase from RBL.</p>	19.01.13
20.	Partnership Meetings	
	<p>20.1 To receive update on LALC meeting (29 Jan'25) Clerk provided update as to the content of the meeting, noting specifically the promotion of grant funding options by LCC, and the general discussion held re the UK Government's current devolution proposals.</p> <p>20.2 To receive update on Parish Liaison Committee meeting (30 Jan'25) No members attended. Clerk confirmed that apologies were given.</p> <p>20.3 To discuss Forest of Bowland (National Landscape) consultation on <i>Landscape Character Assessment</i> Clerk outlined the nature of the consultation, with reference to information received from National Landscape (and previously shared with Council), noting deadline for any submissions is 19 February 2025. Noted by Members with no further action to be taken.</p> <p>20.4 To discuss LALC ballot re Royal Garden Party RESOLVED: Cllr Whitwell will be nominated for inclusion in the LALC ballot, in recognition for her significant contribution made towards Community Orchard.</p> <p>20.5 To discuss SLCC consultation on <i>Strengthening the Standards and Conduct Framework for Local Authorities in England</i> Clerk outlined the nature of the consultation, with reference to information received from LALC and UK Government, and the Clerk's summary paper, all as previously shared with Council. Deadline for submissions via SLCC is 12 February 2025, and 25 February for direct submissions. Noted by Members with no further action to be taken.</p>	20.04.14

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	<p>20.6 To discuss <i>Parish & Town Councils Charter (LALC & SLCC)</i> Clerk outlined the Charter's nature and scope, with reference to information received from LALC and the Clerk's summary paper, as previously shared with Council. No specific action is required by Members although the Clerk advised that efforts should be made to ensure that all Council business is conducted in a manner aligned with Charter provisions. Noted by Members with no additional specific actions to be taken.</p> <p>20.7 To discuss <i>Pub in the Hub</i> initiative (RVBC) Clerk outlined the nature and purpose of the scheme and its potential relevance to village interests. Further discussion deferred.</p> <p>20.8 To receive reports from other external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates. No update provided</p>	
21.	Defibrillators in village	
	<p>21.1 To receive update Cllr Edmondson confirmed that both defibrillators are in working order.</p>	
22.	Annual Planner update	
	<p>22.1 To discuss upcoming Planner entries and the need to incorporate any additional items Clerk reminded Members of the Planner items currently scheduled for February and March, whilst noting the need to also include recurring grant funding submission deadlines, as identified earlier in the meeting.</p>	
23.	Matters brought forward by Cllrs & Clerk as INFORMATION only	
	<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>9:30pm Members voted to extend the meeting beyond two hours</p> <p>23.1 Cllr Edmondson noted that during a recent medical incident in the village, the defibrillator did not appear to have been used. Whilst details of the event are unknown, it may suggest a need for better promotion of the defibrillators in the village.</p> <p>23.2 Cllr Whitwell advised that the currently agreed grant funding re the Orchard may need to be revised due to changes in project requirements.</p>	

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24.	Next Meeting dates	
	<p>24.1 Next meeting submission Members were reminded that agenda items and reports for the March 2025 meeting are to be submitted to the Clerk by midday Monday 3rd March 2025.</p> <p>24.2 Next meeting arrangements The next meeting is to take place on Monday 10th March 2025, 7.30pm at St Helen's Church Refectory meeting room.</p> <p style="text-align: center;">Meeting closed at 9:37pm</p>	

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