

# Waddington Parish Council

Clerk: Chris Towers

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Local Government Act 1972 Meeting of Waddington Parish Council

Meeting of the Parish Council held in person on **Monday 14 APRIL 2025** at **7:30pm** in the Refectory meeting room at St Helen's Church Waddington

## Minutes

### 1. Welcome and introduction

The Chair welcomed Councillors and members of the public and explained the process for any public participation at Agenda Item 4.

### 2. Attendance and apologies for absence

Present: Cllrs J Rattigan, R Edmondson, I Dixon, L Cox, S Whitwell, L Kerrigan, S Cowman (RVBC), the Clerk and five members of the public.

Apologies: Received and accepted from Cllr R Harrison

### 3. Declarations of interest

Cllr Dixon re Agenda Item 10.8 and Cllr Whitwell re Agenda Item 10.8.3

### 4. Public participation (max 5 minutes per person)

The Head of Waddington & West Bradford Primary School outlined planned activities in respect of the School's 150<sup>th</sup> anniversary celebrations, planned for 06 June 2025. The Council was invited to consider opportunities by which it could help to promote the event to the local resident and business community.

The Warden of Waddington Alms Houses explained that historically, the village Duck Race has provided Alms Houses residents with the opportunity to host a concurrent fundraising event. In the absence of a planned Duck Race this year, the Warden asked if there were opportunities to amend plans for other activities traditionally associated with the Duck Race and village Fun Day event such that they could be combined with fundraising activities already planned by the Alms Houses residents, to mutually benefit all parties concerned.

It was agreed that collaboration between the School, Alms Houses, Council and the Fun Day and Scarecrow Working Parties would serve to maximise village interest and public attendance at the various events planned for 21 & 22 June.

Representatives of the Out Barn offered to promote the event via their social media.

A member of the public asked whether an item minuted in the Council's March meeting was in reference to their property. Council confirmed that this was not the case.

### 5. Minutes of previous meeting

**RESOLVED:** to approve the minutes of 10 March 2025 as a correct record, with no amendments.

### 6. Any matters arising from the minutes and not covered on this Agenda (resolutions closed and not required to be on this Agenda)

The Clerk informed members that:

- Cllr Kerrigan's declarations of acceptance and of pecuniary interests have been submitted to and acknowledged by the RVBC Monitoring Officer
- A letter has been submitted to RVBC Planning Officer re planning proposal at Waddow Hall, with no response yet received
- The 2024-25 insurance premium has been paid and cover successfully renewed
- Internal Audit arrangements are in hand and will progress pending Council decisions

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## 7. Planning matters and road closures

### 7.1 Query regarding permitted use of land

The Clerk confirmed that a letter has been sent to RVBC Planning Department inviting their consideration of allegations of planning contraventions. No response yet received.

### 7.2 Planning Application No: 3/2025/0188

Grid Ref: 371810 446661

Approval of details reserved by condition 4 (drainage strategy) of planning permission 3/2023/0946 (granted on appeal) for retention of re-positioned access gate and stone track off Slaidburn Road.

Location: Moorcock House Slaidburn Road Waddington BB7 3AA

Members made no comments and raised no objections.

### 7.3 Planning Application No: 3/2025/0155

Grid Ref: 373537 444037

Proposal: Proposed demolition of existing building and erection of a new dwelling with associated annexe

Location: Healings Farm West Bradford Road Waddington BB7 3JE

Council noted that LCC Highways Department have proposed restrictions on access to the new property at certain times of day, reflecting current traffic patterns in the local area. Members made no further comments and raised no objections.

## 8. Haweswater Aqueduct Resilience Programme (HARP)

### 8.1 Planning application for marshalling yards and P&R site at Pimlico Road

Members made no comments and raised no objections.

### 8.2 Engagement with LCC Highways & Transport Director

The Clerk confirmed submission of a letter to LCC Highways & Transport Director re concerns previously raised by WPC re HARP proposals, with no response yet received

### 8.3 Any other updates and to resolve any additional action required

On reflection of a proposal made in a previous Council meeting, members agreed that it would be inappropriate to actively promote any individual LCC Officer as a public point of contact on matters specific to the HARP project.

## 9. Village school anniversary

Members referred to the representation made by the School Head at Agenda Item 4.

**RESOLVED:** to support the School by promoting the event via the village notice boards and the social media channels and websites associated with the Council.

## 10. Committees and working parties

For each group, to receive general updates and to resolve appropriate action, in addition to any other matters specifically stated below:

### 10.1 Fun Day Working Party (Cllrs Cox & Harrison)

#### 10.1.1 Update on event planning actions required

The event will focus on participation activities with less appetite for third party stalls. Revised refreshment provisions will reflect feedback from last year's event.

Proposals made to purchase outdoor games to provide entertainment that could be used annually in lieu of commercial stalls, which cost c.£1,500 per year.

**RESOLVED:** to authorise the Working Party to spend £500 on outdoor games.

Members noted a request for the local Brownies group to take a stall at the event.

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## 10.1.2 Potential activities in lieu of Duck Race and actions required

Members referred to discussions at Agenda Item 4. Contact details for the School and Alms Houses will be obtained to enable appropriate collaboration.

## 10.2 Scarecrow Festival Working Party (Cllr Dixon)

Cllr Dixon referenced recent challenges in convening the working party, confirming that efforts will be made to hold discussions as soon as possible so that appropriate details of the event may be publicised in a timely manner.

## 10.3 Staff Working Party (Cllr Rattigan)

Cllr Rattigan outlined to members that the Finance Committee had discussed the challenges faced by the Clerk in meeting prevailing procedural and administrative obligations within the contracted hours. The Council was asked to consider the Committee's recommendation to allow the Clerk to work any additional hours as deemed necessary, on an interim basis.

**RESOLVED:** to permit the Clerk to increase working hours as appropriate, for the next three months, subject to review and approval of each payroll submission.

## 10.4 Finance Committee (Cllr Rattigan)

Cllr Rattigan updated members in respect of matters discussed in the preceding Finance Committee meeting (14 April 2025).

### 10.4.1 Committee's review and recommendation re y/e accounts

The Committee confirmed that the bank reconciliation, accounts summary, budget & reserves analysis, draft AGAR Accounting Statement and y/e timetable had all been reviewed with no outstanding queries or concerns. The accounts record a full year deficit of £5,208.13, representing an adverse budget variance of £9,350.13 of which c.£9,200 relates to timing differences together with some unbudgeted staff costs associated with recruiting and establishing a new Clerk. It was noted that the Council intends to claim grant funds (c.£8,000) and VAT recovery in respect of 2024-25 costs expensed in developing the Orchard.

**RESOLVED:** to approve the year end accounts and supporting documentation.

### 10.4.2 Provision of y/e accounting documents to internal auditor

**RESOLVED:** to allow the Clerk to release accounts and all relevant supporting documentation to the Internal Auditor as required.

## 10.5 Recreational Field, Pavilion & Playground Working Party (Cllrs Cox & Harrison)

### 10.5.1 Repairs to 'rock away' and pavilion shower, and actions required

The replacement seat has been delivered and the Lengthsman has been instructed to complete the installation.

A quote has now been received to fit a replacement shower at a cost of £530.

**RESOLVED:** to instruct the Clerk to accept the quote and arrange the repair.

Cllr Whitwell highlighted potential funding for future pavilion improvements via the *Changing Places* fund.

### 10.5.2 Play area adult seating and actions required

The Clerk has requested a quote from the Lengthsman for relocating and installing the bench. Members agreed that the bench should be placed between the child benches and the entrance to the car park.

**RESOLVED:** to permit the Clerk to instruct the Lengthsman to proceed subject to the quote not exceeding £400.

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## 10.6 Asset Register Working Party (Cllrs Whitwell & Edmondson)

Members noted that the matter had been discussed in the preceding Finance Committee meeting, at which it had been agreed that outstanding work to establish an up to date working file will now be undertaken by the Clerk.

## 10.7 Community Orchard Working Party (Cllrs Whitwell & Edmondson)

### 10.7.1 Requirement for a dedicated community bank account

Members agreed that there was no requirement for a dedicated bank account on the basis that Orchard funds could be managed as ear-marked reserves within the Council's existing bank account, overseen and administered by the RFO.

### 10.7.2 Status of expenditure and grant claims and actions required

The interpretation panel design requires completion so that the panel may be produced, and the outstanding grant claim subsequently submitted.

### 10.7.3 Other updates

Members expressed their appreciation for the significant contributions of time and effort made by Orchard volunteers. Members agreed to create and award certificates to children involved.

Noting the discussion re the Alms Houses fundraising event (Agenda Item 4) members discussed holding an opening ceremony that could coincide with the crowning of the village Rose Queen at the Alms Houses.

**RESOLVED:** to arrange an orchard opening ceremony, at 2pm on 22 June, that will be conducted by the newly crowned Rose Queen.

## 10.8 Allotment Committee (Cllrs Rattigan, Edmondson & Dixon)

### 10.8.1 Election of a new Committee member

Cllr Kerrigan volunteered to join the Committee.

**RESOLVED:** to elect Cllr Kerrigan to the Allotment Committee.

### 10.8.2 Notified leak and pipe replacement

The Clerk proposed that the Council purchases the required materials to enable VAT recovery on costs and that the Lengthsman then be instructed to conduct the repairs per the quote that was previously received and shared with Council.

**RESOLVED:** to permit the Clerk to purchase the materials and to instruct the Lengthsman to proceed, subject to total costs not exceeding £900.

### 10.8.3 Concerns over barbed wire fence

Members discussed options to remove the barbed wire from sections of the fence, noting the requirement to retain the underlying integrity and effectiveness of the fence bordering the adjoining agricultural field.

**RESOLVED:** to instruct the Clerk to engage the Lengthsman to remove the barbed wire from the fence bordering the private garden adjoining the allotment.

### 10.8.4 Enhanced inspection regime

Members noted the new inspection template prepared by the Clerk and distributed prior to the meeting. Practical development of the inspection regime will be agreed by the Allotment Committee when it next meets.

**RESOLVED:** to adopt the new inspection template.

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## 10.8.5 Ownership, access and adoption status of access road

The Clerk advised that LCC and RVBC have both responded to confirm that the access road is not adopted and that the garages are owned by RVBC.

## 10.8.6 Rental arrears

The Clerk confirmed that three tenants were believed to be in arrears but outlined the challenges faced in accurately identifying the true detail in respect of two of these parties. Members noted that the administrative cost of further investigation would outweigh the relatively insignificant amount owed to the Council.

**RESOLVED:** to take no further action with the unconfirmed arrears and to re-assess the situation at the next Council meeting.

## 10.8.7 Presence of poultry and Avian Flu' safeguards

The Clerk confirmed that a letter had been sent to the allotment holder, seeking clarity on their actions in response to prevailing Defra obligations but that no reply had yet been received.

**RESOLVED:** to request that the Chairman engages with the allotment holder to discuss the need for timely and appropriate action in compliance with Defra requirements and specifically, the need for all birds to be registered, the provision of suitable enclosure netting and confirmation of the number of birds held.

## 11. Disclosable Pecuniary Interests (DPIs)

The Clerk reminded all members that any changes to individuals' interests must be formally declared and submitted to the Monitoring Officer on a full and timely basis.

## 12. Financial report

12.1 Bank balance as at 31 March 2025: £7,359.18

12.2 To note items of income received:

Receipts credited between 04 March and 07 April 2025:

Payor	Description	£ Gross	Rec'd Paid
Lancashire CC GCF	FiPL Grant re Orchard – 1 <sup>st</sup> Claim	3,096.70	21 Mar
RVBC	Precept for 2025-26	24,350.00	07 Apr

12.3 To approve the schedule of payments as set out below:

Payments made between 04 March and 07 April 2025:

Payee	Description	£ Gross	Date Paid
OctoInkjet Limited	Replacement ink pads – office printer	18.45	17 Mar
Clear Insurance Mngt Ltd	Insurance renewal – 2025-26	1624.41	19 Mar
Bob Lancaster & Son <sup>1</sup>	Fencing work at orchard	2417.76	19 Mar
Lancashire Best Kept Village	Entry fee for 2025-26 competition	25.00	28 Mar
Railside Trading Company <sup>1</sup>	Tree posts & stakes for orchard	204.12	28 Mar
Shelley Signs Ltd <sup>1</sup>	Interpretation board at orchard	1,782.00	31 Mar
Clerk's wages – B Moon	Banking support in handover period	118.00	31 Mar
Clerk's wages – C Towers	March payroll and expenses	1,251.50	31 Mar
Wicksteed Leisure Ltd	Replacement part for 'Rockaway'	83.08	31 Mar
Easy Websites	(DD) Website administration	36.96	01 Apr
Water Plus - Pavilion	Correction of estimated balances	76.58	01 Apr
Clerk's wages – B Moon	Payment of tax adjustment	48.00	02 Apr

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Proposed & scheduled payments to be made prior to next Council meeting (14 Apr'25):

Payee	Description	£ Gross
D Armstrong	Repairs to finger post sign	110.00

<sup>1</sup> Items expected to be fully or partially recovered via agreed FiPL grant funding (Orchard)

**RESOLVED:** to approve the payment schedule and instruct the Clerk to make the outstanding payments.

## 12.4 Invoicing of WFC and WCC

**RESOLVED:** to instruct the Clerk to invoice WFC (£330) and WCC (£165) for 2025.

## 12.5 Funding of Clerk's 2025 membership of SLCC (£150)

**RESOLVED:** to approve the cost of the Clerk's SLCC membership

## 12.6 Purchase of ink cartridges and paper for office printer

**RESOLVED:** to approve the purchase of ink cartridges (£35) and paper (£30)

## 12.7 Christmas Tree metered supply

The Clerk advised that ENW have confirmed the limit of their responsibility, which specifically excludes any assets connected to the immediate mains spur entering the connection housing. Members agreed to make no further enquiries.

## 13. Flooding in village

Discussions are in hand with a local resident to arrange their receipt of the temporary floodgate.

## 14. Lengthsman

In response to a query from the Lengthsman, members clarified the areas of the playing fields and playground that are cut by WFC and WCC, and hence the remaining area to be maintained by the Lengthsman.

## 15. Coronation Gardens, village planting & Christmas 2025

Members noted the communication received from the Coronation Garden Volunteers concerning the installation of a statue in the Gardens. Members expressed concern that the item may not be in full keeping with the Gardens as a conservation area and that there may be a health and safety risk if the installation is not secure or if members of the public attempt to climb on the statue.

**RESOLVED:** to instruct the Clerk to write to the Volunteers requesting a meeting with members of the Council to discuss the proposed installation.

Members discussed options for this year's Christmas tree, reflecting on the need to balance costs and health & safety considerations against the benefits and enjoyment realised by residents. Further discussions were deferred to the next Council meeting.

## 16. Crime in area

### 16.1 Lancashire Constabulary's attendance at village events

**RESOLVED:** to instruct the Clerk to invite Lancashire Constabulary and Lancashire Fire and Rescue Service to attend the Fun Day on 21 July.

### 16.2 Other updates

No further updates

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## 17. Highways

### 17.1 Slow Down stickers and banner

Stickers are now available at various points in the village. Decisions re deployment of the roadside banner were deferred to next meeting.

### 17.2 Village school parking

Members noted LCC Highways Department response previously shared with Council.

### 17.3 Potholes at Brungerley Bridge

Members noted the response from Cllr Swarbrick that had been previously shared with Council. Members agreed that no further action is required at this time.

## 18. Facebook page | Social Media Policy

Work is continuing to draft a new Social Media Policy. The Clerk will provide a further update at the next Council meeting.

## 19. VE Day

19.1 Members agreed to accept the RVBC VE Day grant

19.2 Members agreed that the bunting and commemorative flag should be installed at the cenotaph on weekend 03/04 May.

## 20. Partnership meetings & affairs

### 20.1 *Pub in the Hub* initiative (RVBC)

Deferred to next Council meeting

### 20.2 *Active Village* initiative

Deferred to next Council meeting

### 20.3 Matters arising from latest PCLC agenda and minutes

Deferred to next Council meeting

### 20.4 Update from LALC meeting (26 March 2025)

Deferred to next Council meeting

### 20.5 Attendance at LALC annual conference

Deferred to next Council meeting

## 21. Annual Planner and Availability & Training Tracker

### 21.1 Annual Planner and required additions or amendments

Contents of the Planner were noted with no amendments identified.

### 21.2 Availability & Training Tracker

No additions or updates noted.

## 22. Matters brought forward by Cllrs and Clerk as information only

None

## 23. Next meeting

The next meeting will be held on **Monday 12 May at 7:30pm**, St Helen's Refectory.

Agenda items and reports to be submitted to the Clerk by **midday Monday 5 May 2025**.

C Towers (Clerk & RFO)

