

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 12 MAY 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, R Harrison, L Kerrigan, the Clerk and one member of the public.

Apologies: Received and accepted from Cllr S Whitwell

3. Declarations of interest

Cllr Dixon re Agenda Item 10.8

4. Public participation (max 5 minutes per person)

There was no public participation.

5. Minutes of previous meeting

RESOLVED: to approve the minutes of 14 April 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 a request to accept the £200 VE Day grant had been submitted to RVBC but the funds are still to be received.

7. Planning matters and road closures

7.1 Query regarding permitted use of land

No further update or discussion.

7.2 Planning Application No: 3/2025/0189

Grid Ref: 371810 446661

Demolition of existing 4-bedroom dwelling and construction of replacement 6-bedroom dwelling with integral garage

Location: Moorcock House Slaidburn Road Waddington BB7 3AA

Members made no comments and raised no objections.

7.3 Local Plan - RVBC Planning request for review and update Parish amenities

Deferred to next Council meeting.

8. Haweswater Aqueduct Resilience Programme (HARP)

8.1 To note and discuss any communications with United Utilities and RVBC

Members noted the correspondence of 17 April 2025 from United Utilities re the engineer visit to the village on 29 April. No further update or comments arose.

The Clerk confirmed the absence of any response to date from RVBC Highways & Transport Directorate re the Council's interest in HARP.

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8.2 Any further update

No further update received.

9. Financial Report

9.1 Bank balance as at 30 April 2025: £29,710.92 (31 March: 7,359.18)

The Clerk confirmed the successful completion of the 30 April bank reconciliation.

9.2 To note items of income received:

Receipts credited between 08 April and 06 May 2025:

Payor	Description	£ Gross	Rec'd Paid
O Dixon	Allotment Rent (Plot 05 for 2025)	30.00	14 Apr
C Towers	Correction – April salary overpayment	78.16	30 Apr

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

Payments made between 08 April and 06 May 2025:

Payee	Description	£ Gross	Date Paid
Plumbworld (online)	Replacement shower (Pavilion)	150.62	22 Apr
StinkyInk (online)	Printer ink cartridges	33.70	22 Apr
Staples (online)	Printer paper	20.62	23 Apr
Plastics Express (online)	Parts - water pipe replacement (allot's)	88.10	23 Apr
HMRC	DD claim for PAYE	76.44	25 Apr
Mark Harrison Plumbing	Labour for fitting shower (Pavilion)	200.00	28 Apr
Clerk's wages – C Towers	April payroll and expenses	1,366.50	30 Apr
Water Plus	wp-INV08993408 - Allotments	8.90	30 Apr
Easy Websites	(DD) Website administration	36.96	01 May
Water Plus	wp-INV09004057 - Pavilion	13.81	01 May
SLCC	Annual membership 2025	150.00	04 May

The Clerk highlighted that in addition to the payments set out above, a cheque had been issued to D Armstrong for £110.00 re signpost repairs. This remains uncashed. The Clerk also highlighted that due to an administrative oversight, the cheque had been signed and issued by the Clerk only, without a second signature. Cllr Edmondson will contact the payee to confirm whether the payment has been honoured by their bank or needs to be re-issued.

Proposed & scheduled payments to be made prior to next Council meeting (02 Jun'25):

Payee	Description	£ Gross
Easy Websites	(DD) Website administration	36.96

The Clerk highlighted an invoice from RVBC for £276.50 in respect of refuse collection, which had only recently been received despite being dated 01 April 2025. As payment will fall due prior to the next Council meeting, members accepted the Clerk's proposal to settle this non-agenda item, in line with the Council's Financial Regulation 6.8 (iii).

RESOLVED: to approve the payment schedule and instruct the Clerk to make the outstanding payments, including the additional invoice to RVBC (£276.50).

9.4 To receive update on invoicing of WFC and WCC

The Clerk confirmed that both invoices had been issued on 30 April. Payments, due by 31 May, remain outstanding.

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9.5 To discuss and agree schedule of regular payments for 2025-26

Payee	Period	Comment	£ Gross
Easy Websites	Monthly	(DD) Website administration	36.96
Water Plus	Monthly	(DD) Pavilion and Allotments	[variable]
HMRC	Monthly	(DD) PAYE	[variable]
E.ON	Quarterly	(DD) Electricity - Pavilion	[variable]

RESOLVED: to approve the regular payments for 2025-26, as scheduled above and also to include the annual charge from RVBC for waste collection.

10. Committees and working parties

For each group, to receive general updates, to discuss any additional items specifically listed below and in all matters, to resolve any appropriate action:

10.1 Staff Working Party

No update.

10.2 Finance Committee

The Clerk outlined the progress and status of the year end audit, referencing the full update provided to members during the Annual Parish Meeting (12 May). The Clerk confirmed that additional data is to be provided to the auditor on request, to enable the audit to be concluded before the Council's meeting on 9 June.

10.3 Fun Day Working Party (Cllrs Cox & Harrison)

Councillors discussed facilities, equipment, resources and any external parties that will be required for the event, as well as other community interest groups who already have (or who may) express interest to be involved. Members also discussed the need to secure a Temporary Event Notice.

A further working party meeting has been scheduled for 17 May to develop and agree outstanding details.

The Clerk will purchase new games once members confirm the required items.

The Clerk advised that Lancashire Police are unable to attend the event, whilst the earlier invitation to Lancashire Fire & Rescue will be followed up.

10.4 Scarecrow Festival Working Party (Cllr Dixon)

10.4.1 Recruitment of new Working Party member

Cllr Kerrigan was elected as a member of the working party during the preceding Annual Parish Council Meeting (12 May).

10.4.2 General Update

Promotional banners have been installed and flyers produced and distributed to invite scarecrow entries under the theme of 'Country Life'. Further event marketing is planned using Facebook and other media, coordinating with the Fun Day, Alms Houses Open Day and the Orchard opening ceremony.

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

10.5.1 Repairs to 'Rock away' and pavilion shower

The Rock-away seats have been fitted. The pavilion shower has been replaced, with a £200 saving made against the original estimate.

10.5.2 Play area adult seating

The Clerk advised members that an estimate has been received from the Lengthsman for £424 in respect of relocating and installing the bench.

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RESOLVED: to request the Clerk to instruct the Lengthsman to proceed, based on the estimated cost of £424.

10.6 Asset Register Working Party (Cllrs Whitwell & Edmondson)

Members discussed the continuing need for the working party, recognising that the Clerk assumed responsibility at the previous Council meeting (14 April) for further development of the register.

RESOLVED: to disband the Asset Register Working Party.

10.7 Community Orchard Working Party (Cllrs Whitwell & Edmondson)

10.7.1 Status of expenditure and grant claims

Deferred to next Council meeting.

10.7.2 Orchard opening event

Members discussed the design of the new noticeboard, including the appropriate design and inclusion of stakeholder logos. Cllr Dixon is to engage Cllr Whitwell so that the design considerations can be finalised and then details confirmed to Shelley Signs, in time for the planned orchard opening ceremony.

Ideas for a children's quiz and associated information posts relating to the orchard's trees will be developed for further consideration.

10.8 Allotment Committee (Cllrs Rattigan, Edmondson & Dixon)

10.8.1 Notified leak and pipe replacement

The Clerk confirmed that initial repairs have been completed both at the rising main and also to the several leaks recently identified in individual plots, at a cost of £145. The estimated additional cost for full replacement of all remaining pipework and connections is £665. Members considered the relative merit and cost of the additional work.

RESOLVED: to defer any further repairs to the pipe indefinitely, subject to any additional issues or concerns being brought to the Council's attention.

10.8.2 Barbed wire fence

The Clerk confirmed that the agreed length of barbed wire has been removed.

10.8.3 Presence of poultry and Avian Flu' safeguards

It was noted that some netting has been installed on an area of the plot although this has been observed to be partially ineffective in preventing the poultry from straying to other parts of the allotment site. Cllr Rattigan reported that despite repeated attempts, contact with the allotment holder has not been possible, although efforts shall continue.

10.8.4 Other updates

The Clerk reported concerns that have been received regarding the unkept state of two half plots.

RESOLVED: to request the Clerk to clarify the plot(s) concerned and then engage the relevant holders regarding the upkeep of their holding(s).

It has been suggested to the Council that one full plot has recently been vacated. The Clerk confirmed that no formal notice has been received to that effect.

RESOLVED: to request the Clerk to contact the registered plot holder in order to seek confirmation of their ongoing intentions.

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11. Coronation Gardens, village planting & Christmas 2025

Council communications with the Coronation Gardens Volunteer Group continue, with a view to holding a meeting to discuss the proposed siting of an ornamental statue.

Cllr Harrison is to arrange the collection of planted flower baskets from the agreed local nursery. Members noted that planting costs are provided for within the Council's annual budget, and that the Ribble Valley in Bloom grant has been applied for, although any funds have yet to be received.

12. Partnership meetings & affairs

12.1 'Pub is the Hub' initiative

Members agreed not to take any action in relation to this initiative at this time.

12.2 'Active Village' initiative

Deferred to next Council meeting.

12.3 LALC meeting (25 March)

The Clerk provided members with a summary of the matters discussed at the LALC March meeting, being the use of gov.uk domains, plans for new local technical training sessions, and the continuing development of political devolution proposals.

RESOLVED: to request the Clerk to seek a formal quote for the cost of migrating all Council website and email accounts to a gov.uk domain.

The Clerk reminded Councillors of the continuing need to undertake appropriate training and to engage via local council forums, in order to maintain a current awareness of relevant issues and developments, and to work with other councils in championing the needs and concerns of rural parishes within the local government environment.

13. Facebook page | Social Media Policy

13.1 Adoption of Social Media Policy

The Council formally adopted the policy at the preceding Annual Parish Council Meeting (12 May). The Clerk directed Members' attention to several important features of the Policy, including its scope and the risks of pre-disposition, pre-determination and bias, of GDPR / DPA infringements, and of using inappropriate media for council affairs.

13.2 Appointment of new Social Media Officer

Cllr Kerrigan was elected as Social Media Officer at the preceding Annual Parish Council Meeting (12 May).

13.3 New Facebook Page

Cllrs Kerrigan and Dixon will coordinate work to launch the new page and to upload some initial content. The Clerk requested to be consulted in the initial page and content design to ensure alignment with the principles of the new Social Media Policy.

14. Lengthsman

No further update provided.

15. Crime in area

15.1 Lancashire Fraud and Cyber Crime teams

Members noted the communication from Lancashire Police, distributed by the Clerk, which promotes the newly established crime teams.

15.2 Other updates

Members noted the recent thefts in the area, as highlighted in the bulletins received from Lancashire Police and published on the Council website.

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16. Highways

16.1 Slow Down stickers and banner

Deferred to next Council meeting.

17. Flooding in village

Cllr Harrison confirmed that discussions with a local household has confirmed their agreement to receive the temporary floodgate.

18. Disclosable Pecuniary Interests (DPIs)

The Clerk reminded all Councillors of the statutory obligation to ensure that declarations remain up to date and that any identified changes in interests need to be formally declared and submitted to the Monitoring Officer within 28 days.

Councillors were asked to provide their individual written confirmation to the Clerk that all of their current interests are correctly registered or to give details of any required updates.

19. Annual Planner and Availability & Training Tracker

19.1 Annual Planner and required additions or amendments

Contents of the Planner were noted with no amendments identified.

19.2 Availability & Training Tracker

It was agreed that Councillors will provide written confirmation to the Clerk that they have read the *Good Councillor Guide*.

The Clerk is to share the content of recent DPA/FoI training with Councillors.

The Staff Working Party will champion the proactive use of the Tracker amongst Councillors, providing relevant updates to Council meetings on a regular basis.

20. Matters brought forward by Cllrs and Clerk as information only

Cllr Edmondson highlighted that one of the defibrillators had recently been recorded as being 'offline' per the NHS Circuit platform. Subsequent physical inspection identified no issues with the device and indicated that it was in working order.

21. Next meeting

The next meeting will be held on **Monday 9 June at 7:30pm**, St Helen's Refectory.
Agenda items and reports to be submitted to the Clerk by **midday Monday 2 May 2025**.

C Towers (Clerk & RFO)

