

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 09 June 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, R Harrison, S Whitwell, I Duxbury (LCC), the Clerk, and one member of the public.

Apologies received and accepted from Cllr L Cox. Cllr L Kerrigan was not in attendance.

3. Declarations of interest

Cllr Dixon re Agenda Item 11.7

4. Public participation (max 5 minutes per person)

A member of the public reported recently receiving enquiries from other residents as to progress in installing adult bench at playing fields.

A member of the public noted that overgrowing trees were obscuring speed limit signs at Brungerley Bridge, leading to increased prevalence of drivers exceeding the speed limit.

5. Minutes of previous meeting

RESOLVED: to approve the minutes of 12 May 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)

None

7. Planning matters and road closures

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

Cllr Whitwell suggested that all open spaces within Waddington Conservation Area should be included for recognition in the Ribble Valley Settlement Boundary Review. It was agreed that the Clerk will submit proposed additions to RVBC.

7.2 Planning Application No: 3/2025/0350

Grid Ref: 372628 444005

Application for tree works in a conservation area

Location: Glebe House, Slaidburn Road, Waddington BB7 3JQ

Members made no comments and raised no objections.

7.3 Planning Application No: 3/2025/0368

Grid Ref: 372931 443805

Approval of details reserved by condition 5 (archaeological recording) of Listed Building Consent 3/2025/0057

Location: Waddington Hall, Clitheroe Road, Waddington BB7 3HP

Members made no comments and raised no objections.

7.4 Road Closure: Twitter Lane – Edisford Road to Old Tannery

Members made no comments and raised no objections.

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8. Haweswater Aqueduct Resilience Programme (HARP)

- 8.1 Cllr Rattigan observed that proposed details currently published on the United Utilities website re planned highway modifications in Waddington village appear to be out of date. The Clerk will contact United Utilities to seek clarification of the latest proposals in respect of the village centre and West Bradford Road leading into Slaidburn Road.

9. To consider, approve and sign the 2024-25 AGAR and supporting documentation

A Clerk's report has been shared with Councillors prior to the meeting, which provides copies of and supporting commentaries in respect of Internal Audit output, draft AGAR submissions and proposed details for the exercise of Public Rights, all for year ending 31 March 2025. The review of internal controls referenced by the report was discussed and approved at the Annual Parish Meeting of 12 May 2025.

9.1 Internal Audit Report 2024-25

Councillors considered the internal audit report, noting its findings without challenge.

RESOLVED: to accept the internal audit report and to acknowledge its findings.

9.2 AGAR Section 1 Governance Statement 2024-25 and supporting Explanation of Exceptions

Councillors considered and approved the Governance Statement 2024-25 and supporting Explanation of Exceptions without any challenge or request for amendment.

RESOLVED: to approve the AGAR Governance Statement and explanation without amendment.

The Chair and then the Clerk subsequently signed the Governance Statement.

9.3 AGAR Section 2 Accounting Statement 2024-25 and supporting Schedule of Financial Variances

Councillors considered and approved the Accounting Statement 2024-25 and Financial Variances schedule without any challenge or request for amendment.

RESOLVED: to approve the AGAR Accounting Statement and variances schedule without amendment.

The Chair subsequently signed the Accounting Statement.

9.4 Schedule of Transactions Over £100 2024-25

Councillors considered and approved the Schedule of Transactions without any challenge or request for amendment.

RESOLVED: to approve the Schedule of Transactions Over £100 without amendment.

9.5 Notice of Public Rights and of Publication of Unaudited AGAR (proposed exercise period dates being 11 June to 22 July 2025)

Councillors considered and approved the Notice with out any challenge or request for amendment and agreed the proposed dates for the exercise of public rights.

RESOLVED: to approve the Notice of Public Rights and of Publication of Unaudited AGAR and to set the period for exercise of public rights as Wednesday 11 June to Tuesday 22 July 2025 inclusive.

10. Financial report

10.1 Bank balance as at 30 May 2025: £29,381.30 (30 April: 29,710.92)

The RFO confirmed successful completion of the bank reconciliation as at 31 May.

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10.2 Income received:

Receipts credited between 07 May and 02 June 2025:

| Payor | Description | £ Gross | Rec'd Paid |
|-------------------------|-------------------------------------|---------|------------|
| Waddington Cricket Club | Rent for pavilion and playing field | 165.00 | 19 May |

10.3 Schedule of payments as set out below:

Payments made between 07 May and 02 June 2025:

| Payee | Description | £ Gross | Date Paid |
|--------------------------|-----------------------------|----------|-----------|
| RVBC | Waste Collection | 276.50 | 19 May |
| Water Plus | wp-INV09276819 - Allotments | 17.35 | 30 May |
| Clerk's wages – C Towers | May payroll and expenses | 1,158.52 | 30 May * |
| Easy Websites | (DD) Website administration | 36.96 | 02 June |
| Water Plus | wp-INV09281323 - Pavilion | 14.46 | 02 June |

* Debited account after bank statement cut-off

In addition, cheque issued 'out of Council meeting' to D Armstrong (£110.00 – signpost repairs) - not yet cashed.

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

| Payee | Description | £ Gross |
|-----------------------|-----------------------------|----------|
| Newlands Nursery | Summer Planters for village | 280.00 |
| Diane Harvey | Internal Audit | 200.00 |
| Sabden Parish Council | Lengthsman Scheme | 4,000.00 |
| Easy Websites | (DD) Website administration | 36.96 |

The RFO reported that since publication of the agenda, the overdue status of the Council's Microsoft 365 annual subscription had been identified as being overdue. Imminent payment of £104.99 is required to secure retained access to Council files.

The RFO also advised that the Lengthsman scheme administrator has invoiced the Council separately for materials purchased by the Lengthsman. Accordingly, sums of £20.18 (net of VAT) and £4.90 (net of VAT) are now payable in addition to the £4,000 invoiced for 2024-25 labour.

RESOLVED: to approve the payment schedule and instruct the Clerk to make the outstanding payments, including the additional invoices for Microsoft (£104.99) and Lengthsman materials (£20.18 and £4.90).

10.4 Invoicing of WFC and WCC

The RFO confirmed that WCC has paid their rent charge in full. WFC have formally requested that a rental holiday be granted for 2025-26 due to the Club's financial position. Councillors recognised the value that both Clubs bring to the village whilst noting that opportunities exist to better use the playing field and pavilion for the benefit of the wider community.

RESOLVED: to grant WCC and WFC a rental holiday for 2025 and to convene a meeting between the Council, WCC and WFC to explore opportunities to better use the playing field and pavilion.

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11. 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:

11.1 Staff Working Party (Cllr Rattigan)

Cllr Rattigan reminded all Councillors who have not yet done so, to confirm their reading and understanding of the Good Councillor Guide.

The Clerk highlighted an upcoming training webinar (13 June) re data protection and IT controls within the context of the new AGAR Assertion 10.

11.2 Finance Committee (Cllr Rattigan)

No update.

11.3 Fun Day Working Party (Cllrs Cox & Harrison)

Councillors discussed arrangements for the event, identifying resources, facilities and equipment that will be required.

Cllr Rattigan confirmed that a temporary events notice had been obtained.

The Clerk is to withdraw £50 as a cash float and to request the Lengthsman to cut and tidy the grassed areas around the playing field car park and playground.

Cllr Harrison reported that some new games have been bought with some additional items to be purchased, all within the budget agreed by Council (April meeting).

11.4 Scarecrow Festival Working Party (Cllrs Dixon & Kerrigan)

Cllr Dixon reported that over 20 entries have been received. The competition will be judged on Saturday 21 June and prizes awarded at the Orchard opening ceremony on Sunday 22 June.

The Clerk is to withdraw £75 for prize money and to purchase an additional prize voucher once details confirmed the by the Scarecrow committee.

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

The Clerk reported that work to install the bench does not appear to have been started. Noting comments raised during Public Participation (Agenda Item 4), the Clerk will contact the Lengthsman to request that every effort be made to have the bench installed before the Fun Day event.

11.6 Community Orchard Working Party (Cllrs Whitwell & Edmondson)

A claim will be submitted to FiPL for all outstanding amounts once the new Orchard interpretation board for has been delivered and installed. In the interim, a temporary sign will be produced locally and affixed to the Orchard gate.

Cllr Whitwell reported that as a result of recent weather, several trees are dying and some of the tree stakes have worked loose. There is also some debris in the field that requires removal prior to the opening ceremony. The Clerk will write to the volunteer group requesting their support, to convene at 10am Friday 13 June.

Cllr Whitwell advised that additional FiPL grant funding may be available and could be used to purchase a new marquee that volunteers could use.

RESOLVED: to prepare a draft FiPL grant application for equipment and additional enhancements in relation to the Orchard.

Councillors discussed the need for a reliable water supply in the Orchard. The Council will verify the status of the current roadside supply and investigate potential locations for a new tap in the field. The next meeting will consider appropriate next steps.

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Councillors discussed the arrangements for the Orchard opening ceremony, to be held Sunday 22 June, identifying required resources, facilities and equipment.

11.7 Allotment Committee (Cllrs Rattigan, Edmondson & Kerrigan)

11.7.1 Presence of poultry and Avian Flu' safeguards

The matter has not been discussed recently with the plot holder as the latter has been away from the village. Councillors noted that revised Defra rules no longer require poultry in Lancashire to be permanently housed (with effect from 23 May). However, there remain reports of birds escaping onto other plots.

11.7.2 Update on vacant and unmaintained plots

The Clerk reported that one plot is currently being vacated with the holder agreeing to notify the Clerk once the site has been fully relinquished.

Councillors noted the improved level of maintenance of two previously identified plots and agreed that no further action should be taken at this time.

Cllr Harrison left the meeting at 9:14 pm

12. Coronation Gardens, village planting & Christmas 2025

12.1 Volunteer Group is to contact the Clerk to arrange a meeting re the proposed statue.

Cllr Harrison re-joined the meeting at 9:16pm

12.2 Councillors discussed a proposal to install a swift tower as an environmentally appealing and sustainable alternative to a Christmas tree. It was noted that the outright cost of a permanent tower may be comparable to the recurring annual cost of a tree and that with the tower being a more robust structure, the health and safety risks associated with installing festive decorations would be significantly mitigated.

The Council will investigate costs and options to inform a decision at the next meeting.

13. Partnership meetings & affairs

13.1 Active Village initiative

Deferred to next meeting

13.2 LALC AGM (28 May 2025)

The Clerk reported that LALC will be offering a series of presentations and training sessions at future meetings relating to relevant and topical items. In particular, the new AGAR Assertion 10 and the related topics of IT and data security controls are significant matters that need to be understood and addressed by the Council. The Clerk will share these opportunities with Councillors as/when details are published.

14. Web & email domain and new website features

14.1 Adoption of gov.uk domains (for email and website)

Councillors acknowledged the Clerk's report shared prior to the meeting and agreed that all proposed features should be adopted.

RESOLVED: to adopt all of the new web features as set out in the Clerks' report.

14.2 Adoption of new website features

Councillors acknowledged the Clerk's report shared prior to the meeting and agreed to accept the proposals to create new email accounts for all Councillors and to establish these and the existing Clerk email account and Council website on a gov.uk domain.

Councillors agreed the format of new Councillor email addresses (aligned with Home Office requirements). Enquiries will be made to confirm the expiry date of the current domain and associated re-directs, and to verify that a replacement QR code linked to the new domain can be incorporated in the new Orchard interpretation board.

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RESOLVED: to create new email accounts for all Councillors and to establish these and the Clerk email account and the Council website on a new gov.uk domain, at an additional cost of £250.80 per annum (net of VAT).

RESOLVED: to extend meeting beyond 9:30pm.

15. Lengthsman

The Clerk will instruct the Lengthsman to cut the grass at the Pinfold. The Clerk is now to receive monthly statements from the Lengthsman scheme and will update the Council at subsequent meetings in respect of budget spent and remaining.

16. Highways

16.1 Deployment of Slow Down banner

Deferred to next meeting.

16.2 Deployment of SpID

Councillors noted the Clerk's report that was shared prior to the meeting. It was agreed to deploy the SpID in a position near the Square later this month.

17. Defibrillators

Cllr Edmondson confirmed that both defibrillators are in working order.

18. Crime in area

No update.

19. Flooding in village

Councillors noted the recent correspondence from the Ribble Rivers Trust regarding the Trust's intention to conduct a fish passage survey on Waddington Brook later this month.

20. Disclosable Pecuniary Interests

The Clerk reminded all Councillors of the need to ensure that declarations remain up to date and that any identified changes in interest are formally declared in a timely manner.

21. Annual Planner

It was agreed to convene the July Allotment Committee meeting at 7pm.

The Clerk reminded Councillors of VJ Day, 15 August. It was agreed to purchase a commemorative flag at £19.99 ex VAT.

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

Councillors noted a number of instances recently where events at St Helen's Church had caused cars to be parked on Edisford Road in the vicinity of The Lower Buck, causing obstructions to large vehicles and potentially to emergency response vehicles. The matter is to be discussed in more detail at the Council's next meeting.

The Clerk highlighted a planning application recently submitted to RVBC but which was not notified to the Council. The applicant is seeking to amend a planning condition established in April 2025 in respect of an proposed extension to Apple Tree Cottage, Orchard Cottages.

The Clerk referred Councillors to a recent request received from WFC to conduct repairs to the pavilion toilet facilities. This will be discussed at the proposed meeting between representatives from the Council, WFC and WCC (Agenda Item 10.4).

23. Next meeting

The next meeting will be held on **Monday 14 July at 7:30pm**, St Helen's Refectory.

Agenda items and reports to be submitted to the Clerk by **midday Monday 02 May 2025**.

C Towers (Clerk & RFO)

