

Waddington Parish Council

Clerk: Mrs Carol Baird
4 Park Avenue
Clitheroe
Lancashire
BB7 2HW
Tel: 07581 187615
Email: parishclerk@waddington.website

Local Government Act 1972 Meeting of Waddington Parish Council

Monday 8th February 2021

This meeting was conducted via Zoom due to the current COVID-19 pandemic restrictions. Members of the public are welcome to attend our monthly and annual meetings – please find the Zoom meeting link at the foot of the next agenda or online at waddington.website/meetings

Minutes

Draft minutes from our meetings are reviewed and agreed at the following scheduled meeting.

		Resolutions: Initials of Cllrs Proposed & Seconded
1	Attendance and Apologies	
	The attendance of Cllrs Doug Parker, Liz Haworth, Roy Edmondson, Gil Fisher, Roy Hampson, Darren Taylor and Chris Sullivan was recorded, and no apologies were received. In attendance were also Carol Baird, Parish Clerk, and four members of the public.	
2	Chairman's Announcement	
	The Chairman welcomed Cllrs and members of the public and delegated chairing of the meeting to Cllr Liz Haworth due to information technology difficulties. Since the Agenda was issued, WPC received a letter of resignation from Cllr Gil Fisher. Cllr Fisher was thanked for six years of service to the community. It was agreed to advertise the PC Vacancy this week, with a view to interviews taking place at the next PC meeting on March 8 th 21. CB is to publicise the vacancy on the website and on the noticeboards and DT through Mailchimp.	
3	Declarations of Interest	
	No declarations of pecuniary or personal interests were received from Councillors in matters identified in the agenda.	
4.	Public Participation (max 5 mins per person)	
	None of the members of the public present wished to speak at the meeting on this occasion.	
5	Minutes of previous Meeting(s)	
	A resolution to confirm the Minutes of the Waddington Parish Council Meeting held on 4 th Jan 21 as an accurate record was passed, and a copy was signed off by the Chairman.	LH & RH
	It was resolved to confirm the Extraordinary Minutes of Waddington Parish Council Meeting held on 18 th Jan 21 as an accurate record with the addition of an amendment; if the current clerk was to leave WPC	CS & RE

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	within the next five years then the cost of the CiLCA qualification should be refunded at a pro-rata rate. An amended copy was signed off by the Chairman.	
6	Any matters arising from the minutes & NOT covered on this Agenda (resolutions closed & not requiring being on Agenda)	
	6.1 The Clerk confirmed that a letter had been sent to RVBC re request for larger waste bins and acknowledgement received (prev. item 4.3)	
	6.2 The Clerk confirmed that a letter had been sent to LCC re the poor standard of work to double yellow lines on Clitheroe Road and confirmation received from LCC that the road would be tidied up (5.1)	
7	Haweswater Aqueduct Resilience Programme (HARP)	
	It was resolved to receive and note the update report from Cllr Taylor re the HARP consultation and the public meeting of the 11 th January 2021. Cllr Taylor is considering transcribing the public meeting so that all Parishioners have the opportunity to understand what occurred at the virtual public meeting whether or not they were able to attend. A new scoping document has been submitted to RVBC (planning application number 3/2021/0119) by United Utilities for the Bowland Section of HARP. DT will be issuing another HARP update email to subscribers containing this new information.	
8	Flooding	
	It was resolved to receive and note the update report from Cllr Taylor regarding flooding arising from Storm Christoph. Since the report was issued, the floodgate has been ordered for Waddow View. LH has noticed Lower Buck Barn has laid out stones outside the property which may have an impact on flooding. Cllr DT offered to go and view the property asap.	
9	ROSPA Playground Inspection	
	It was resolved to receive and note the update report from Cllr Haworth regarding the ROSPA requirements following the annual report.	
	It was resolved to approve a recommendation to spend £1250 to replace the roller log, £295 to fix the honeycomb, and £350 to carry out a jet wash clean of the wet pour surface. A further £395 was agreed to patch the flooring but this is to be budgeted for the next financial year. CB offered to look into possible funding streams to meet the cost of the playground repairs. Cllr DP suggested UU could be asked for funding as a form of compensation for the HARP impact on the village. All these works will ensure that the ROSPA report recommendations are fulfilled.	DP & CS All Cllrs present voted in favour
10	Planning Applications	
	It was resolved to consider the response, objections or conditions in relation to Planning Applications as raised in the report by Cllr Sullivan. It was resolved that Cllr Sullivan would create a WPC Planning Committee to look at any future Waddington planning applications and would prepare any response, objections or conditions to be brought	All Cllrs present voted in favour

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	back to the next WPC meeting to be sanctioned by WPC before the response was sent to RVBC. Cllr Sullivan would prepare the following for the next WPC meeting on 12 th April 21: <ul style="list-style-type: none"> • Terms of Reference for a WPC Planning Committee • The number of Cllrs to be invited to join 	
	3/2021/0033 School House, West Bradford Road, Waddington: This application was circulated by email to Cllrs between meetings as the closing date for objections was before the date of this meeting. The comments WPC sent back to RVBC relating to this application were to seek a condition to enhance biodiversity in the development through the implementation of Swift nest boxes on the new gable end.	All Cllrs were emailed about the application between meetings.
11	Financial Report(s)	
	It was resolved to consider and note the financial reports prepared and circulated by the Responsible Financial Officer Carol Baird.	RE & RH
	It was resolved to approve the invoices for payment in the next period (and any paid under Emergency Powers since the last meeting). Specifically, the following which exceed the sum of £100: a) £333.24 + VAT for replacement parts to maintain the Defibrillator b) £158.49 CiLCA qualification essential texts to form a WPC library c) £350.85 Clerk additional expenses to cover HARP work, extra meetings and the work undertaken in January towards the CiLCA.	All Cllrs present voted in favour
12	Footpaths through Waddington	
	It was resolved to receive and note the content of the report from Cllr Sullivan about the progress made with the footpath society as a pressure group for improving the footpaths in and around Waddington.	All Cllrs present voted in favour
	It was resolved that Cllr Sullivan will continue to work on listing local walks which can go on the website and keep informing the footpath society and LCC of any improvements which can be made to local footpaths.	
13	Information Technology	
	It was resolved to approve a recommendation from Cllr Taylor to spend £140 to provide the Clerk with a computer monitor keyboard and mouse to meet the Council's employer obligations under the Health & Safety (Display Screen Equipment) Regulations 1992.	All Cllrs present voted in favour
	It was resolved to approve a recommendation from Cllr Taylor to increase spending on the subscription of Microsoft Office Business 365 from £3.80pm to £9.40pm which would upgrade the plan from Basic to Standard and provide desktop applications. The Clerk's experience of using the online only Basic version had proved too restrictive to effective operation. Given the increase in workload brought about by CiLCA and HARP commitments, this was resolved unanimously.	All Cllrs present voted in favour
14	Council Policy and Procedure updates	
	It was resolved to accept the new format of the Agenda and Minutes in full as proposed by the Clerk. It was also agreed to publish the Agendas with all the backing report papers on the website ahead of	All Cllrs present voted in favour

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	each meeting, and to publish the draft copies of the minutes within 48 hours of the meeting with the word DRAFT clearly watermarked on the pages. This is to give the public more up to date access of meetings as soon as they have taken place, rather than them being a month out of date by the time the minutes are formally approved at the next month's WPC meeting.	
	It was resolved to approve a new process for reviewing and recording the asset register. All Cllrs agreed to help assist in recording the village assets and CB and Cllr DT agreed to form a spreadsheet to allocate the tasks involved. Cllr Taylor will then create a database using the Parish Online software to accurately document the village assets and thereby provide a mechanism for routine inspection, repair and maintenance of the assets. This will also facilitate accurate, competitive insurance quotations at renewal.	All Cllrs present voted in favour
15	Partnership Meetings	
	Cllr Haworth and Cllr Parker attended the zoom Parish Liaison meeting on 28 th January which was a HARP presentation from UU. LH said that the presentation was similar to the UU/Waddington Public meeting but notably omitted the size, quantity and frequency of the vehicles, which was asked to be clarified in the chat section so that all attendees (Councillors of RVBC and Parishes) were fully aware of the impact this traffic was going to have on the local areas.	
16	Items brought forward by Cllrs & Clerk as INFORMATION only	
	<i>(No debate, resolutions or actions should arise from this item. If necessary, items should instead be submitted as agenda items for the next meeting.)</i>	
	A verbal update was received from Cllr Taylor on recent steps taken to upgrade Information Technology and enhance information security.	
17	Next Meeting dates	
	It was resolved to consider and approve the following dates:	
	Draft February minutes to be circulated – by Wednesday 10 th February March Agenda to be circulated – by Monday 22 nd February Reports for March meeting to be submitted to Clerk – by 1 st March Next meeting to take place Monday 8 th March 21	RE & CS

All our Agendas, Minutes and online meeting links, together with further information about your Parish Council and its activities can be found online at www.waddington.website

Carol Baird
Clerk to Waddington Parish Council

Signed as approved by Cllr Doug Parker..... Date.....
Chair of Waddington Parish Council