

# Waddington Parish Council

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

## Local Government Act 1972 Annual Meeting of Waddington Parish Council

Monday 10<sup>th</sup> May 2021 via Zoom™ meeting commenced 7.45pm

### Minutes

*Minutes from our meetings are normally reviewed and agreed at the following scheduled meeting and thereafter published to the village website.*

		Ref no. & Cllrs Proposing & Seconding
<b>1.</b>	<b>Attendance and Apologies</b>	
	The attendance of Cllrs Doug Parker, Roy Edmondson, Darren Taylor, Chris Sullivan, Sarah Bolton, John Rattigan and Liz Cox were recorded and no apologies were received. In attendance: Carol Baird, Parish Clerk, and 4 members of the public.	
<b>2.</b>	<b>Election of the Chair 2021/22</b>	
	Cllr Parker resigned his position as Chairman of Waddington Parish Council (WPC) and as a Councillor having done 14yrs service, seven of which have been as Chairman. Cllr Sullivan proposed Cllr Taylor, and Cllr Bolton seconded the motion. As there were no other nominees, the motion for new Chairman was voted on with a show of hands and the decision was unanimous. Cllr Taylor will now replace Cllr Parker as the Chairman of WPC and on the authorised signatories at the NatWest bank. Cllr Taylor thanked Cllr Parker for his many years of service to the council and the local community.	21/05/002 Prop. Cllr CS Sec. Cllr SB
<b>3.</b>	<b>Declarations of Interest</b>	
	No declarations of pecuniary or personal interests were received from Councillors in matters identified in the agenda.	
<b>4.</b>	<b>Public Participation (max 5 mins per person)</b>	
	There were no items raised from the members of the public present.	
<b>5.</b>	<b>Minutes of previous Meeting(s)</b>	
	5.1 It was resolved to confirm as accurate the Minutes of the Annual Meeting of Waddington Parish Council held on 13 <sup>th</sup> May 2019 and a copy was signed by the Chairman. 5.2 It was resolved to confirm as accurate the draft Minutes of the 12 <sup>th</sup> April 21 Waddington Parish Council Meeting as an accurate record was passed, and a copy was signed by the Chairman. There was one amendment made to these minutes to take out a section relating to comments made by a member of the public at his request.	21/05/005.1 Prop. Cllr RE Sec. Cllr SB  21/05/005.2 Prop. Cllr JR Sec. Cllr LC
<b>6.</b>	<b>Haweswater Aqueduct Resilience Programme (HARP)</b>	
	6.1 It was resolved to receive and note the HARP update report from Cllr Taylor.	21/05/006.1 Prop. Cllr CS Sec. Cllr RE

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	<p>6.2 It was resolved to agree the content of a letter prepared by Cllr Taylor to Lancashire County Council Planning relating to the application by Armstrong Aggregates Ltd to deposit the spoil from the HARP tunnels.</p> <p>Cllr Taylor reported that he had also received an update today from Chris Tighe at UU, which is the first contact from UU since the 18<sup>th</sup> March public meeting. No further details of the road widening or passing places were given although Mr Tighe stated all necessary landowners had been approached if their land was going to be involved. The UU HARP interactive website is to be updated shortly with more detail of the proposed planning application to RVBC and thereafter the company intends to conduct a public Q&amp;A webinar for all parishes. Details will be put on the parish website and sent out to our subscribers.</p>	21/05/006.2 Prop. Cllr CS Sec. Cllr RE
<b>7.</b>	<b>Confirmation of the Appointment of Committees</b>	
	It was resolved to confirm the continuation of the Finance Committee comprising of Cllrs Taylor (Chair), Rattigan and Bolton with Mrs Baird as appointed Responsible Finance Officer. The minutes of the first meeting (enclosed in the agenda for this meeting) were noted and approved.	21/05/007 Prop. Cllr DT Sec. Cllr CS
<b>8.</b>	<b>Confirmation of the Appointment of Representatives to other bodies</b>	
	<p>Coronation Gardens – The Parish Clerk has been appointed as secretary to the Coronations Gardens Committee providing a valuable resource and joined-up support for the work of the volunteers looking after the gardens.</p> <p>Waddington and West Bradford School – Cllr Rattigan confirmed that he was a Foundation Governor at the school, a position held prior to joining this council.</p>	
<b>9.</b>	<b>Subscriptions to other bodies</b>	
	The following subscriptions were reviewed and it was resolved to continue paid subscriptions for the year 2021/2022: Lancashire Association of Local Councils (LALC), National Association of Local Councils (NALC), and the Society for Local Council Clerks (SLCC).	21/05/009 Prop. Cllr DT Sec. Cllr RE
<b>10.</b>	<b>Review of Council's Policy Documents</b>	
	It was resolved that as all the current WPC policies have been introduced in the last two months they are current, lawful and fit for purpose. Additional policies will be developed and published in the coming months in line with the Clerk's previously circulated timeframe.	21/05/010 Prop. Cllr DT Sec. Cllr JR
<b>11.</b>	<b>Any matters arising from the minutes &amp; NOT covered on this Agenda (resolutions closed &amp; not requiring being on Agenda)</b>	
	11.1 Traffic Lights on West Bradford Rd by the school – The Clerk stated that WPC are still awaiting a response from LCC Highways.	

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	11.2 Waddington Brook Pollution: It was resolved in the April WPC meeting that Cllrs Bolton and Taylor would lead on this and aim to bring a draft of the strategy to the May meeting for consideration. Due to other commitments this would be carried forward to the next meeting.	
<b>12.</b>	<b>Planning applications</b>	
	It was resolved that there would be no response, objection or conditions to be sought in relation to the following Planning Applications: <b>3/2021/0247</b> - 98 Beech Mount Waddington BB7 3HS Proposed extension to rear of existing private dwelling to form kitchen/dining/utility. <b>3/2021/0452</b> - 17 Church Close Waddington BB7 3HX Proposed raising of roof, with part ground floor and part first floor extensions to rear.	21/05/012 Prop. Cllr DT Sec. Cllr SB
<b>13.</b>	<b>Monthly and Year End Financial Reporting</b>	Clerk CB
	13.1 It was resolved to consider and note the financial report prepared and circulated by the Responsible Financial Officer Carol Baird. Cllr Taylor stated that the draft WPC budget 2021/22 from the finance committee had been circulated amongst all Councillors. The budget for the forthcoming year was going to be very tight especially as WPC had already committed to an expenditure of £1,250 on a roller log for the playground. It was acknowledged that external funding, grants and sponsorship need to be secured to supplement the precept the council has to work with this financial year as there were no reserve funds. 13.2 It was resolved to consider and approve the invoices for payment in the next month, specifically the following which exceed £100: Clerk Salary for April £358.28 Clerk Overtime for CiLCA course £432.97 Cllr Taylor explained in depth the longer-term benefit of the Clerk undertaking the CiLCA qualification. The Clerk will from this month also be using the QuickBooks Time Log for the members of the Finance Committee to monitor staff expenditure. The Clerk is aiming to achieve the qualification within six months, as opposed to the usual 12 months+.	21/05/013.1 Prop. Cllr JR Sec. Cllr SB  21/05/013.2 Prop. Cllr JR Sec. Cllr SB
<b>14.</b>	<b>Council Policy and Procedure update</b>	
	Due to the volume of material being considered this month, there were no new policies presented for consideration of implementation.	
<b>15.</b>	<b>Finance Committee</b>	
	15.1 It was resolved to receive and note the minutes of the first meeting of the Finance Committee which took place on 28/04/21	21/05/015.1 Prop. Cllr CS Sec. Cllr SB
	15.2 It was resolved to receive and note the content of Cllr Rattigan's report on the subject of applying for grants and external funding.	21/05/015.2 Prop. Cllr DT Sec. Cllr CS
	15.3 It was resolved to create a record of all applications made	21/05/015.3

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	and received of grants and external funding.	Prop. Cllr DT Sec. Cllr CS
	15.4 It was resolved to update the Finance Committee's Terms of Reference to empower it to apply for grants on behalf of the full council as per the wording used in the recommendation report.	21/05/015.4 Prop. Cllr DT Sec. Cllr CS
	15.5 It was resolved to register a free subscription with 'My Funding Central' which Cllr Rattigan would manage. This service will assist in the identification and application for grants.	21/05/015.5 Prop. Cllr CS Sec. Cllr SB
	15.6 It was resolved to receive and note the content of the report by Cllr Taylor in relation to a VAT reclaim issue.	21/05/015.6 Prop. Cllr DT Sec. Cllr RE
	15.7 It was resolved to refer the above matter to HMRC for direction on any corrective action necessary.	21/05/015.7 Prop. Cllr DT Sec. Cllr RE
<b>16.</b>	<b>Speeding in the village</b>	
	It was resolved to accept the report by Cllr Sullivan relating to concerns about speeding in the village and to set up a working party to consider the issues (current signage, implementing a 20mph limit, speed reduction ramps etc) and liaise with Lancashire County Council Highways.	21/05/016 Prop. Cllr CS Sec. Cllr DT
<b>17.</b>	<b>Partnership Meetings</b>	
	There were no representatives present to give an update. Cllr RE asked if Cllr Bob Buller from RVBC and LCC Cllr David Bloomer could be invited to the next WPC meeting. Correction LCC Cllr for Waddington (Longridge & Bowland) is now Rupert Swarbrick who was invited.	
<b>18.</b>	<b>Items brought forward by Cllrs &amp; Clerk as INFORMATION only</b>	
	<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>	
	Cllr Taylor informed the council that, Covid restrictions permitting, Sunday 26 <sup>th</sup> September 2021 will be the rearranged date for the inaugural Waddington Fell Race which will welcome visitors to the village. Race registration and presentation will be at the village club with the race start and end being in the field beyond the Lower Buck. Competitors will race to the Waddington Fell Trig Point above the quarry near the telecommunications mast. The route crosses private land and is not available before race day. An article appears in the current Fell Runners Association magazine and reflects well on the village. The race organiser and resident, Matt Bourne, will provide a briefing to the council in the coming months. <a href="https://fellrace.waddington.website">https://fellrace.waddington.website</a>	
<b>19.</b>	<b>Next Meeting dates</b>	
	The following dates were approved: Draft May minutes to be circulated by Monday 17 <sup>th</sup> May 2021	

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<p>Agenda items and Reports for the June meeting to be submitted to the Clerk by midday Monday 7<sup>th</sup> June 2021</p> <p>The next meeting will take place on Monday 14<sup>th</sup> June 2021 and is likely to be in person with appropriate social distancing at a suitable venue to be confirmed - potentially with a remote video conferencing link also being made available subject to the availability of Broadband.</p> <p>The meeting closed at 9.20pm.</p>	
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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](http://www.waddington.website)

**Carol Baird**  
**Clerk to Waddington Parish Council**