

# Waddington Parish Council

Clerk: **Mrs Carol Baird**  
4 Park Avenue  
Clitheroe  
Lancashire  
BB7 2HW  
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## Local Government Act 1972 Annual Meeting of Waddington Parish Council

Monday 11<sup>th</sup> July 2022 7.30pm at St Helen's Refectory, St Helen's Church, Waddington.

### Minutes

*Minutes from our meetings are normally reviewed and agreed at the following scheduled meeting and thereafter published to the village website. Draft minutes are usually posted on the village noticeboards and website for expedience before they have been officially approved and signed off at the next WPC meeting.*

		Ref no. & Cllrs Proposing & Seconding
<b>1.</b>	<b>Introduction, Attendance and Apologies</b>	
	<p>Cllr Rattigan welcomed everyone to the meeting. The attendance of WPC Councillors Cllr John Rattigan, Cllr Chris Sullivan, Cllr Sarah Whitwell, Cllr Liz Cox, Cllr Richard Harrison, and Cllr Cathie Melvin were recorded. Apologies were received from Cllr Roy Edmondson. Also in attendance were Carol Baird, Parish Clerk &amp; RFO, and 5 members of the public; Rev Christopher Wood, Matt Bourne, Sally Sutcliffe, Vicki Jones and Robin Hatherall.</p> <p><b>HARP</b> Cllr Rattigan announced that under the relevant 1960 Act, a Councillor had requested that section 8 of the Agenda re HARP be held in private without press or public present. This Agenda item was moved to the end of the meeting.</p> <p><b>Resignation</b> Cllr Sullivan tendered his resignation, to apply at the end of the meeting, which was accepted. The Chair and all other Cllrs and Clerk thanked Cllr Sullivan for all his hard work and support during his time as a councillor. The Clerk is to inform the monitoring officer at RVBC and to advertise a casual vacancy.</p>	11/07/01 Prop. Cllr CS Sec. Cllr SW
<b>2.</b>	<b>Declarations of Interest</b>	
	There were no declarations of pecuniary or personal interests received from Councillors in matters identified in the agenda. Cllr Rattigan gave the Clerk an update of his declarations of interest to be sent to RVBC. All other Councillors are asked to check that their own declarations of interests are correct on the RVBC website and to inform the Clerk of any updates.	
<b>3</b>	<b>Public Participation – in person and via email</b>	
	<p><b>3a. Roadworks scheduled</b> on the fell road. This has been delayed until further notice.</p> <p><b>3b. Waddington Fell Race</b> Matt Bourne came to the meeting and advertised the Fell Race on Sunday 25<sup>th</sup> September at 2pm.</p>	

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<b>4.</b>	<b>Duck Race Committee invitation to attend the meeting</b>	
	Sally Sutcliffe and Vicki Jones were invited to attend the meeting to report to WPC about this year's duck race, scarecrow festival and the maypole dancing. Approximately the same amount was raised this year as was raised the last time the event took place, which is a fantastic achievement. Help is needed with organising any future duck race events, in terms of the flyers and marketing, increased number of volunteers, secure storage for the ducks and marquee, and help with sponsors. There was a discussion how to progress with the event and the possible involvement of WPC. It was agreed that the event should remain independent of WPC, however the appointment of someone to liaise with WPC will help council understand how it can assist. Cllr Melvin suggested linking in with West Bradford to give a bigger pool of volunteers. The date has been set for the next duck race as Sunday 25 <sup>th</sup> June 2023.	
<b>5.</b>	<b>Minutes of previous meeting</b>	
	The accuracy of the Minutes of the previous Waddington Parish Council Meeting held on 13 <sup>th</sup> June 2022 were agreed and signed by the Chair. There was one amendment - the word 'annual' to be removed from the title of the meeting.	11/07/05 Prop. Cllr CS Sec. Cllr RH
<b>6.</b>	<b>Any matters arising from the minutes &amp; not covered on this Agenda (resolutions closed &amp; not requiring being on Agenda)</b>	
	<p><b>1. Defibrillator</b> – Clerk Carol Baird updated the meeting that the new defibrillator pads have arrived and that the local device will be replaced free of charge as soon as possible. This may take many months as there is a backlog of orders from the supplier. Clerk to organise training on how to use the defibrillator and advertise the free session with a trainer to be held in the Autumn.</p> <p><b>2. Play area repairs</b> – Cllr Harrison requested more information on the supplier for the roller log in the playground. Clerk to investigate so that Cllr Harrison can order more bolts.</p> <p><b>3. Play area surface replacement</b> – Clerk Carol Baird confirmed that Bounce Back will be starting work on the replacement over the Summer holidays and will be completed by the start of September.</p> <p><b>4. Pavilion Legionnaires testing of the pavilion showers</b> – Cllr Sullivan has investigated the various options for on-line testing. Cllr Sullivan has discovered that the risk is very low for legionnaires as the water is only heated on demand. The cost of a test is around £50 and can be conducted on an annual basis.</p> <p><b>5. LCC Highways issues</b></p> <p><b>5.1. Wetters Bridge signage &amp; 5.2. Culvert damage</b> – Carol Baird read out the responses from LCC to both issues which have been resolved; improved signage will appear on Wetters Bridge and the Culvert damage on Edisford Road has been repaired.</p> <p><b>6. Lending library installation</b> – Clerk Carol Baird showed Councillors a proposed wording for a notice in the lending library. Clerk to check the wording with the family who has donated the library and to confirm the agreement with WPC as to the ownership and maintenance.</p>	

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	<p><b>7. Noticeboard updates</b> – Clerk Carol Baird showed Councillors suggested notices for the Village noticeboard including the photo page showing Councillors, and the Queens canopy tree planting. The Volunteers advert needs to be refreshed, and the Councillor vacancy will be advertised.</p>	
<b>7.</b>	<p><b>Pavillion agreement with the Cricket and Football Clubs</b></p> <p>7.1 An agreement between WPC and the football and cricket clubs is to be written regarding the invoicing, change-over condition, and timing at the start/end of each season etc. Cllr Sullivan has visited the Pavilion with Neil Dunn from the Football Club. They discovered that the floor needs repainting, and one shower isn't working. The true cost of running the pavilion needs to be calculated. Cllr Rattigan volunteered to write a draft agreement.</p> <p>7.2 There was a discussion on how the pavilion grant could be used. It was agreed for the grant to be used for new sanitaryware fittings and general improvements including lighting. Quotations are to be found for replacing the toilet flush and sink fittings, improving the general appearance including the floor which needs painting. The referees room needs to be looked at as it is used for storage currently. There needs to be a replacement tap in the garage with a screw end for a power washer.</p>	
<b>8.</b>	<p><b>Haweswater Aqueduct Resilience Programme</b></p> <p>This Agenda item was moved to after Agenda item 17 and was held without the public or press present.</p>	
<b>9.</b>	<p><b>Updates from Committees</b></p> <p>The Staff committee agreed for the Clerk to attend two hours of paid training on Quickbooks on 4<sup>th</sup> July. The Clerk also paid herself for an additional two hours training on 11<sup>th</sup> July and this was to be discussed at the closed part of the meeting after Agenda item 17.</p>	
<b>10.</b>	<p><b>Monthly Financial Reporting</b></p> <p><b>Queen's Platinum Jubilee Celebrations 2-5<sup>th</sup> June 2022</b> Clerk Carol Baird thanked Cllr Sullivan for assistance in producing a financial summary of the celebrations. The budget of £2,000 was underspent by £500.</p> <p><b>Monthly report of accounts</b> The monthly report for the financial year up to June 22 was prepared and circulated by the Responsible Financial Officer, Carol Baird. The format of future monthly updates was agreed.</p> <p><b>Internal Audit report of accounts y/e 31<sup>st</sup> March 2022</b> The internal audit report was read out at the meeting and approved. Points to note included; the WPC budget in its entirety should be included in the notes when asking for the precept and the pensions</p>	

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	<p>regulator needs to be advised that a pension has been offered to the Clerk. The internal audit also recommended that specific wording should be agreed and voted on by WPC when accepting the prepared accounts. This wording was then read out and voted as approved by WPC:</p> <p>To receive/note/approve by vote the following statements with regards to the end of year accounts for Waddington Parish Council y/e 31<sup>st</sup> March 22. Annual Governance and Accountability Return (AGAR) 2021-22 (Exempt Authority) needs Waddington Parish Council to resolve to:</p> <ul style="list-style-type: none"> <li>i) Certify Waddington Parish Council as exempt from external audit for financial year 2021-22.</li> <li>ii) Note the Annual Internal Audit Report for 2021-22 included as part of the AGAR 2021-22.</li> <li>iii) Approve Section 1 - Annual Governance Statement 2021-22 for Waddington Parish Council, AGAR 2021-22.</li> <li>iv) Approve Section 2 - Accounting Statements 2021-22 for Waddington Parish Council, AGAR 2021-22.</li> <li>v) Approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities. The documents are available for public inspection on the website <a href="http://www.waddington.website">www.waddington.website</a> and the village noticeboards.</li> </ul> <p><b>Biodiversity grant (£500) and Eco Grant (£300)</b> Suggestions discussed. Cllr Whitwell offered to progress the applications for the grants. The deadline is the end of July 2022.</p> <p><b>RVBC Grass cutting invoice</b> Clerk to confirm again with RVBC the agreement reached in April 2022 for RVBC not to cut the grass on the playing field. Clerk to obtain an estimate on future grass cutting expenditure elsewhere in the village with RVBC.</p>	<p>11/07/10 Prop. Cllr JR Sec. Cllr RH</p>
<b>11.</b>	<b>Council's Policy Documents</b>	
	<p>There were no policies due for update at this meeting. The Clerk has suggested updating this Agenda item in the future to include the WPC timetable of events and not just Council Policy Documents.</p>	
<b>12.</b>	<b>Allotments</b>	
	<p><b>Visit of allotments</b> – Cllr Cathie Melvin was thanked for her allotment visit comments and photographs brought to the meeting. Clerk Carol Baird updated the meeting on the telephone conversation with one allotment holder whose plot was considered as being not up to standard and not adhering to the tenancy lease. It has been agreed that if the plot has not been improved by the start of August then formal steps will be taken to enforce improvement or termination of the tenancy agreement.</p> <p><b>Signage</b> – Cllr Melvin suggested that some plots need relabelling, there is a need for new signage on the gate, and the fence line needs attention as is overgrown. The Clerk to progress these issues and to</p>	

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	ask a volunteer to attend to the fence line by strimming it back.	
<b>13.</b>	<b>Parish Road Signage issues to be reported to LCC</b>	
	Due to time constraints this Agenda item was deferred to the next meeting.	
<b>14.</b>	<b>Planning Applications</b>	
	<p><b>3/2022/0577</b> – Coronation gardens Selective pruning of lower branches of a mature yew tree.</p> <p><b>3/2022/0471</b> Moorfield Edge Browsholme Road Off Slaidburn Road Waddington BB7 3JJ Proposed demolition of existing block, render stable block and wooden outbuildings and replace with construction of a single timber barn on site of pre-existing structures. New structure to provide storage for machinery and shelter for grazing animals. Applications for full consent</p> <p><b>3/2022/0584</b> Moorfield Edge Browsholme Road Off Slaidburn Road Waddington BB7 3JJ Request to establish whether a start has been made to approved planning application 3/2019/0293. Certificate of Lawfulness – Proposed</p> <p><b>3/2018/0344 and 3/2021/1029.</b> Plot 4 Moorcock Inn (4 The Graces) Slaidburn Road Waddington BB7 3AA Non-material amendment of planning application 3/2018/0344 and previous non-material amendment 3/2021/1029. Fenestration alterations to the front and side elevations. Front elevation: stone walling to the central window at first-floor level to be removed and replaced with like for like glazing to form a larger window, stone mullions to be retained and reused. East elevation; stone walling to be removed and replaced with like for like glazing to form larger windows. Stone cills, heads and mullions to be re-used. No comments from Cllrs.</p>	
<b>15.</b>	<b>Partnership Meetings</b>	
	<p><b>Parish Council Liaison meeting 30<sup>th</sup> June</b> This was attended by the Clerk who gave an update on the topics discussed; RVCAN; Ribble Valley Climate Action Network, CCTV in Barley, Police Rural Task Force and the CVS; Council for Voluntary Services.</p> <p><b>RVBC Local Plan</b> Cllr Rattigan shared the WPC response that had been sent to RVBC.</p>	
<b>16.</b>	<b>Matters brought forward by Cllrs &amp; Clerk as INFORMATION only</b>	
	<p><b>Raised by Cllr Whitwell: Waddow Hall/Duke Edinburgh land issues</b> Following 'lockdown' there has been a large increase in pupils and</p>	

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	<p>teachers taking part in the Duke of Edinburgh scheme who appear to be unaware of the Countryside Code. There has been a list of issues, including livestock being chased, gates not being closed, and Health and Safety issues. Cllr Whitwell has real concerns as to the future and that a child may be seriously injured or even killed.</p> <p>Luke Gaskell is hosting a meeting at Waddow Hall with the major stakeholders; An NFU representative is going to chair the meeting with local farmers, representatives from the Duke of Edinburgh programme and Waddow Hall. Cllr Whitwell will keep the WPC informed of the outcome.</p> <p><b>Timetable of significant Parish Events</b>, important financial renewal dates and renewal of WPC Policy Documents will be prepared by the Clerk for the meeting in September.</p> <p><b>Lighting posts</b> – there has been communication from LCC regarding lighting post testing, assessment and licencing. This discussion to be deferred until the next meeting in September.</p>	
<b>17.</b>	<b>Next Meeting Dates</b>	
	<p>The following dates were agreed:</p> <p>17.1 Agenda items and Reports for the 5<sup>th</sup> September meeting to be submitted to the Clerk – by midday Monday 29<sup>th</sup> August 22.</p> <p>17.2 Next meeting to take place Monday 5<sup>th</sup> September 2022, 7.30pm at St Helen’s Church Refectory meeting room.</p> <p>The meeting finished at approximately 10pm after a closed meeting discussing Agenda points 8 and 9. (as agreed at Agenda point 1 that the Clerk, Public and Press were not present.)</p>	

All our Agendas and Minutes together with further information about your Parish Council and its activities can be found online at [www.waddington.website](http://www.waddington.website)

Minutes to be agreed and officially signed by the Chair at the next WPC meeting. In the meantime, these minutes are to be viewed as a Draft and displayed in the noticeboards and on the Waddington Parish Council website.