

# Waddington Parish Council

Clerk: Becky Moon

[clerk@waddingtonparishcouncil.org.uk](mailto:clerk@waddingtonparishcouncil.org.uk)

## Local Government Act 1972 Meeting of Waddington Parish Council

Monday 15<sup>th</sup> May 2023 at 7:30pm in the Refectory meeting room at 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 website for expedience before they have been officially approved and signed off at the next WPC meeting.*

1.	Introduction	Attachments
	Cllr Rattigan welcomed everyone to the meeting	
2.	Attendance and Apologies for absence	
	The attendance of Chair – Cllr John Rattigan, Cllr Roy Edmondson, Cllr Richard Harrison, Cllr Liz Cox, Cllr Cathie Melvin, Cllr Alan Coar and Cllr Sarah Bolton was recorded.  Also in attendance was Parish Clerk & RFO and 32 members of the public	
3.	Declarations of interest	
	To receive declarations of pecuniary or personal interests in matters identified in the agenda.  <b>None were recorded.</b>	
4.	Public Participation (max 5 mins per person)	
	To adjourn and hear from members of the public wishing to speak at the meeting (Waddington non-residents to be heard at the Chair's discretion.)  <ol style="list-style-type: none"><li>1. A resident of West Bradford Road voiced his concern with regard to the vibrations caused by the increase of heavy traffic due to the HARP project. He informed the meeting he intended to get a structural engineer to survey his home for damage so it can be monitored, and suggested other residents may wish to do the same.</li><li>2. A resident asked when the next phase will start, she was informed that the application may be 'called in' by the Secretary of State, therefore the start date is unknown.</li><li>3. A resident asked whether the council was intending to sign the letter issued by Newton in Bowland letter to the Secretary of State.</li><li>4. A resident asked what the update was for traffic management for HARP. She was informed members understood there are plans for traffic cushions to be installed at the junction onto West Bradford Road. She was informed</li></ol>	

[www.waddingtonparishcouncil.org.uk](http://www.waddingtonparishcouncil.org.uk)

# Waddington Parish Council

Clerk: Becky Moon

[clerk@waddingtonparishcouncil.org.uk](mailto:clerk@waddingtonparishcouncil.org.uk)

	<p>that concerns have been raised with regards to the traffic management by the council.</p> <ol style="list-style-type: none"> <li>5. A resident was concerned at the increase of traffic</li> <li>6. A resident voiced concern that the weight limit sign has disappeared from the bridge which could increase the number of large wagons.</li> <li>7. A resident informed members that he had spoken with LCC about the weight limits, and the plans from United Utilities.</li> <li>8. A resident voiced concerns that planning letters were not being received by all residents.</li> <li>9. A resident spoke of the burst water pipes she experiences on the road near her home on a number of occasions over the past 12 months due the increase of heavy traffic. Voicing her concerns that the road will not be able to handle the envisaged increase. She has applied FOI from LCC.</li> <li>10. A resident suggested other residents need to contact LCC individually with points of detail with concerns relevant to the HARP traffic management concerns.</li> <li>11. A resident asked whether another village meeting will be called to give an update on HARP with United Utilities.</li> <li>12. A resident asked if individuals can do more. It was suggested residents need to contact LCC with concerns.</li> </ol> <p>13. Update from volunteers on Duck Race and Scarecrow Festival.</p> <p>The road closure application has been submitted. Insurance has been arranged. The organiser put a call out for more volunteers for traffic marshalling and selling tickets.</p> <p>14. Resident Mr B Snowden who runs a private security company addressed council with information with regards to how council could consider CCTV on the roads into the village and other security measures available due to the concerns about increase in crime in the parish over the past month. He was asked to supply a suggested plan to the council.</p> <p>15. A Coronation Garden volunteer asked about the progress on the LEF application.</p> <p><b>The Chair closed the public session.</b></p>	
5.	<p><b>Minutes of previous Meeting</b></p>	
	<p>To resolve to confirm the accuracy of the Minutes of Waddington Parish Council meeting held on Monday 17<sup>th</sup> April 2023 - to be signed off by the Chair.</p> <p><b>RESOLVED - The accuracy of the Minutes of the previous Waddington Parish Council Meeting held on 17<sup>th</sup> April 2023 were agreed and signed by the Chair.</b></p>	

# Waddington Parish Council

Clerk: Becky Moon

[clerk@waddingtonparishcouncil.org.uk](mailto:clerk@waddingtonparishcouncil.org.uk)

6.	<b>Any matters arising from the minutes &amp; not covered on this Agenda (resolutions closed &amp; not required to be on this Agenda)</b>	
	<p>The lengths-person has been engaged and they have been supplied with a schedule of works. They are to supply the Clerk with their insurance documents. Cllr Edmondson queried the grass outside Queensway needs cutting, it was discussed whether LCC are responsible.</p> <p>The Clerk was asked to speak to WFC representative with regard to the grass cutting.</p> <p>Best kept village competition entry has been submitted.</p>	
7.	<b>Planning Applications</b>	
	<p>None on file at time of agenda</p>	<p>Planning apps circulated to Cllrs between meetings.</p>
8.	<b>Haweswater Aqueduct Resilience Programme (HARP)</b>	
	<p>To receive and note any updates.</p> <ul style="list-style-type: none"> <li>To discuss and resolve actions with regard to the Newton Parish Council open letter to the Secretary of State.</li> </ul> <p><b>RESOLVED – Members voted to support and sign the letter written by Newton in Bowland Parish council. Chair to sign and Clerk will forward. Letter to be displayed in village noticeboards</b></p>	
9.	<b>Updates from Working Party and Committees</b>	
	<p><b>Staff Working Party – update by Cllr Rattigan</b></p> <ol style="list-style-type: none"> <li>Queries raised by Clerk with regard to contract.</li> </ol> <p><b>RESOLVED – Amendments to Clerk contract, working from home allowance to be paid pro rata, job title of Parish Clerk and Responsible Finance Officer to be added. Pay review and increase will be December 2023. Holidays will be calculated hourly and will include addition hours worked over the contract 10 hours. Any training fees will need to be paid back if Clerk is to leave within 2 years of the fees being paid.</b></p> <p><b>Finance Committee – update by Cllr Rattigan</b></p> <p>No updates given</p>	
10.	<b>Financial Reporting</b>	
	<p>By the Responsible Financial Officer:</p> <p>To approve:</p> <ol style="list-style-type: none"> <li>Bank balance as at 30 April 2023 - £23,733.01</li> <li>To receive and note an update concerning council VAT claim Clerk to go through previous years transaction during summer and</li> </ol>	<p>Monthly financial report to be circulated before the mtg</p>

# Waddington Parish Council

Clerk: Becky Moon

[clerk@waddingtonparishcouncil.org.uk](mailto:clerk@waddingtonparishcouncil.org.uk)

	<p>submit.</p> <p>3. Expenditure to be approved April/May 2023</p> <table border="0"> <tr> <td>Easy Websites</td> <td>Direct Debit</td> <td>£27.60 incl VAT</td> </tr> <tr> <td>Intuit</td> <td>Direct Debit</td> <td>£46.80 incl VAT</td> </tr> <tr> <td colspan="3">LALC MEMBERSHIP – too be cancelled</td> </tr> <tr> <td>NPower – Christmas Lights</td> <td>Invoice</td> <td>£5.54 incl VAT</td> </tr> <tr> <td>NPower – Christmas Lights</td> <td>Invoice</td> <td>£4.26 incl VAT</td> </tr> <tr> <td>Microsoft Subscription</td> <td></td> <td>£79.00 incl VAT</td> </tr> <tr> <td>Clerk salary for April incl mileage deducted tax to be refunded</td> <td></td> <td>£464.90 + £63</td> </tr> <tr> <td>Peter Scott Printing</td> <td>Invoice</td> <td>£115.00 incl VAT</td> </tr> <tr> <td>Internal Auditor Fee</td> <td></td> <td>£200.00</td> </tr> <tr> <td>SLCC – Clerk membership</td> <td></td> <td>£65.00 incl VAT</td> </tr> </table> <p><b>RESOLVED – payments to be made by the Clerk.</b></p> <p><b>RESOLVED – Council voted not to renew LALC membership, however that decision can be reviewed in the future.</b></p> <p>4. Confirmation that the Coronation grant has been received. Member discussed how to use the balance remaining from, matter to be added to agenda in June</p> <p>5. Receive update and resolve any matters regarding the Lancashire Environmental Fund Grant.</p> <p><b>RESOLVED – Members voted to take the application to the next stage, Cllr Rattigan to sign paperwork and Clerk to send before 26 May 2023.</b></p>	Easy Websites	Direct Debit	£27.60 incl VAT	Intuit	Direct Debit	£46.80 incl VAT	LALC MEMBERSHIP – too be cancelled			NPower – Christmas Lights	Invoice	£5.54 incl VAT	NPower – Christmas Lights	Invoice	£4.26 incl VAT	Microsoft Subscription		£79.00 incl VAT	Clerk salary for April incl mileage deducted tax to be refunded		£464.90 + £63	Peter Scott Printing	Invoice	£115.00 incl VAT	Internal Auditor Fee		£200.00	SLCC – Clerk membership		£65.00 incl VAT	
Easy Websites	Direct Debit	£27.60 incl VAT																														
Intuit	Direct Debit	£46.80 incl VAT																														
LALC MEMBERSHIP – too be cancelled																																
NPower – Christmas Lights	Invoice	£5.54 incl VAT																														
NPower – Christmas Lights	Invoice	£4.26 incl VAT																														
Microsoft Subscription		£79.00 incl VAT																														
Clerk salary for April incl mileage deducted tax to be refunded		£464.90 + £63																														
Peter Scott Printing	Invoice	£115.00 incl VAT																														
Internal Auditor Fee		£200.00																														
SLCC – Clerk membership		£65.00 incl VAT																														
11.	<p><b>To consider and approve Annual Governance &amp; Accountability Return (AGAR) or the year to 31 March 2023</b></p>																															
	<p>1. To receive/note/approve by vote the following statements with regards to the end of year accounts for Waddington Parish Council y/e 31st March 23. <b>RESOLVED</b></p> <p>2. Annual Governance and Accountability Return (AGAR) 2022-23 (Exempt Authority) needs Waddington Parish Council to resolve to:</p> <p>i) Certify Waddington Parish Council as exempt from external audit for financial year 2022-23. <b>RESOLVED</b></p> <p>ii) Note the Annual Internal Audit Report for 2022-23 included as part of the AGAR 2022-23. <b>RESOLVED</b></p> <p>iii) Approve Section 1 - Annual Governance Statement 2022-23 for Waddington Parish Council, AGAR 2022-23. <b>RESOLVED</b></p> <p>iv) Approve Section 2 - Accounting Statements 2022-23 for Waddington Parish Council, AGAR 2022-23.</p>																															

# Waddington Parish Council

Clerk: Becky Moon

[clerk@waddingtonparishcouncil.org.uk](mailto:clerk@waddingtonparishcouncil.org.uk)

	<p><b>RESOLVED</b> 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.</p> <p><b>RESOLVED</b></p> <p>3. The documents are available for public inspection on the website Clerk/ Responsible Finance Officer be authorised to complete Audit procedures</p> <p><b>RESOLVED</b></p>	
12.	<b>Keep Waddington Tidy</b>	
	<p><b>Update regarding the 'Big Help Out' volunteer day 8th May 2023.</b></p> <p>It was noted that there was a good turn out of residents, the event was deemed a success. Members considered the possibility of making it regular event. Members were informed there may be possibility of funding towards the project that enhance and benefit the Parish from a local business. Further investigation to be undertaken.</p> <p><b>RESOLVED – Cllr Cox to investigate further and report to council</b></p>	
13.	<b>Parish Events 2023</b>	
	<p>To receive updates with regards to 2023 community events &amp; newsletter</p> <p><b>1. Fun Day</b> Members discussed the arrangements for the Fun Day.</p> <p><b>RESOLVED – Event to be held 1pm-5pm on Saturday 10<sup>th</sup> June. Clerk to arrange floats. Cllr Harrison to arrange bar license to be applied for. Waddington School to be asked to run a tombola. Further meeting to be held as a working party.</b></p> <p><b>2. Newsletter update</b> Members noted positive feedback has been received with the format and information of the newsletter. Thanks to Sara Edmondson to be minuted for producing the newsletter.</p>	
14.	<b>CCTV &amp; Crime in area</b>	
	<p>To consider what measure the council can consider with regard to CCTV and the recent increase in criminal activity in the area. The matter to be moved to June agenda await the information from security company.</p>	
15.	<b>Coronation Gardens</b>	
	<p>To receive updates No further updates</p>	
16.	<b>Allotments</b>	
	<p>1. Abandoned vehicle – matter is still in the hands of RVBC 2. Receive any updates</p>	

# Waddington Parish Council

[clerk@waddingtonparishcouncil.org.uk](mailto:clerk@waddingtonparishcouncil.org.uk)

<b>17.</b>	<b>The Pavilion and Playing Fields</b>	
	<p>1.To receive a verbal update concerning the play equipment and discuss and resolve replacement of roundabout. Members discussed filling the tyres with earth and plants</p> <p>2.To receive and note a verbal update re the playing fields boundary fence.</p> <p>3.Waddington Football Club agreement – council to vote to accept the agreement sent</p> <p><b>RESOLVED – contract agreed</b></p>	
<b>18.</b>	<b>Noticeboards</b>	
	<p>To discuss and resolve minutes publication in noticeboards.</p> <p><b>RESOLVED – Minutes to be posted in the noticeboard opposite the Post Office. Clerk to arrange for a notice directing where the minutes are available online.</b></p>	
<b>19.</b>	<b>Partnership Meetings</b>	
	To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates.	
<b>20.</b>	<b>Waddow Hall / Duke of Edinburgh land issues</b>	
	<p>To receive and note verbal update from Cllr Bolton regarding the Duke of Edinburgh students staying at Waddow Hall and the proposed meeting with local farmers/landowners chaired by the NFU.</p> <p>Cllr Bolton has spoken to the manager of Waddow and there will be a meeting in the future.</p> <p><b>Resolved – Cllr Bolton to attend as representative of the council at future meetings</b></p>	
<b>21.</b>	<b>Matters brought forward by Cllrs &amp; Clerk as INFORMATION only</b>	
	<p>No debate, resolutions or actions should arise from this item. If necessary, items should be deferred as agenda items for the next meeting.</p> <p>Planters and plants to be purchased and installed.</p>	
<b>21.</b>	<b>Next Meeting dates</b>	
	<p>To consider and approve the following dates:</p> <p>17.1 Agenda items and Reports for the 12<sup>th</sup> June 2023 meeting to be submitted to the Clerk – by midday Monday 5<sup>th</sup> June 2023.</p> <p>17.2 Next meeting to take place Monday 12<sup>th</sup> June 2023, 7.30pm at St Helen's Church Refectory meeting room.</p>	
	<b>The meeting was closed at 9.28pm</b>	

All our Agendas, and Minutes, together with further information about your Parish Council and its activities can be found on our website at

[www.waddingtonparishcouncil.org.uk](http://www.waddingtonparishcouncil.org.uk)

[www.waddingtonparishcouncil.org.uk](http://www.waddingtonparishcouncil.org.uk)