

# Waddington Parish Council

Clerk: Becky Moon

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## Local Government Act 1972 Meeting of Waddington Parish Council

Monday 13<sup>TH</sup> November 2023 at 7:30pm in the Refectory meeting room at St Helen's Church  
Waddington

R. Moon (Clerk & RFO)

### Minutes

1.	Introduction	Attachments
	Chair welcomed Councillors and members of the public, and to explain the process for any public participation at Agenda point 4.	
2.	Attendance and Apologies for absence	
	Attendance of Cllr John Rattigan, Cllr Liz Cox, Cllr Roy Edmondson, Cllr Sarah Bolton and Cllr Richard Harrison were noted. Also in attendance the Clerk and two members of the public.	
3.	Declarations of interest	
	Cllr Sarah Bolton declared interest in two planning applications to be discussed at Carter Fold.	
4.	Public Participation (max 5 mins per person)	
	<p>The meeting was adjourned for the public session.</p> <ul style="list-style-type: none"> <li>• A resident of Spring Gardens asked the council whether the council could support residents in Spring Gardens filling &amp; storing sand bags after a recent flood. The resident was informed that LCC &amp; RVBC had previously stated that sandbags are the responsibility of residents, it was suggested that the resident could apply for funding to purchase sand (section 137). It was suggested that Armstrong on Waddington Fell may donate sand if contacted. Cllr Edmondson to contact Coars requesting assistance in storage and sand.</li> <li>• A resident of Waddow Grove had approached the Chair regarding a hedge on Waddow Grove which is overgrown. Cllr Harrison to contact home owner</li> </ul>	

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<b>5.</b>	<b>Minutes of previous Meeting</b>	
	<p>To resolve to confirm the accuracy of the Minutes of Waddington Parish Council meeting held on Monday 10<sup>th</sup> November 2023 - to be signed off by the Chair.</p> <p><b>RESOLVED – The minutes were agreed and signed</b></p>	<b>05.01.01</b>
<b>6.</b>	<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>Councillors acknowledged the resignation of Cllr Alan Coar, members thanked him for his service to the parish.</p> <p>The Chair also recognised and thanked Cllrs Edmondson &amp; Bolton and in addition Mr Cox for their assistance in traffic control at the Remembrance Sunday Ceremony.</p>	
<b>7.</b>	<b>Casual Vacancies of Parish Councillors</b>	
	<p>To discuss and resolve recruitment to fill two councillor vacancies by co-option</p> <p>7.1 Members were asked to consider possible future councillors. Interest has been received from a resident at Spring Gardens.</p> <p><b>RESOLVED – Clerk to post vacancies on the website for members to share and Members to speak to residents they feel maybe interested in being co-opted</b></p>	<b>07.01.02</b>
<b>8.</b>	<b>Planning Applications</b>	

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	<p><b>Planning Application No: 3/2023/0723</b>  Grid Ref: 370369 443568  Proposal: Proposed retention of access track, bin store and car park area, outdoor canopy and bridal suite lodge building.  Location: The Outbarn Clough Bottom Rabbit Lane Bashall Eaves BB7 3JH</p> <p><b>08.01</b> – Members discussed the planning application, Members recognised the LCC Highways &amp; LCC had no objections</p> <p style="text-align: center;"><b>Cllr Bolton left the meeting to enable the remaining Members to discuss the following applications</b></p> <p><b>Planning Application No: 3/2023/0877</b>  Grid Ref: 372523 443768  Proposal: Proposed steel framed building for covered manure store and storage of bulk feeds and machinery at Belle Vue Lane. Construction of an agricultural track between Belle Vue Lane and Twitter Lane to terminate opposite the playing field car park.  Location: Land adjacent to Bonny Barn Pasture Belle Vue Lane Waddington</p> <p><b>Planning Application No: 3/2023/0821</b>  Grid Ref: 372748 444013  Proposal: Proposed construction of two steel frame agricultural buildings to cover open yard areas.  Location: Carter Fold Slaidburn Road Waddington BB7 3JQ</p> <p><b>08.02/03</b> – Members discussed the applications and had no comments or objections were raised.</p>	
<b>9.</b>	<b>Haweswater Aqueduct Resilience Programme (HARP)</b>	
	<p>To receive and note any updates.</p> <p style="padding-left: 40px;">1. To receive update from Clerk regarding communication from UU regarding request for community meeting</p> <p>09.01 Despite emailing and calling the representative from United Utilities the Clerk had not received a reply from them until 13 November to state that the representative from Stakeholder Relations Team she had been speaking to had left the company. Clerk informed Members that the United Utilities informed her that the contractor will not be appointed until 2025. Planning permission had yet to be awarded. It was suggested by United Utilities that a “Customer Drop In” session could be held in 2024 (no date given). UU agreed to meet with one or two council representative to discuss how to communicate with the community better. Members noted</p>	

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	<p>that the United Utilities Traffic Proposal is likely out of date.</p> <p><b>RESOLVED – Clerk asked to clarify whether the meeting will be face to face. Cllr Bolton and resident Mr Sullivan attend the meeting when it can be arranged. Cllr Bolton to give date to Clerk availability.</b></p> <p>2. To receive general updates received.</p> <p>09.02 Members noted that a letter had been received by residents, stating that no major construction activities are due to be undertaken before 2025. The letter also states Waddington will be affected for four years.</p> <p>Members were informed that the Clerk had received a reply from Cllr Swarbrick in reply to the letter sent in September. A copy to be posted on the website and notice board with information redacted as per the request from Cllr Swarbrick.</p>	<p><b>09.01.03</b></p>
<b>10. Receive updates from Committees &amp; Working Parties</b>		
	<p><b>1. Staff Working Party – update by Cllr Rattigan</b></p> <p>a. Clerk’s appraisal</p> <p>10.01.01 Members were informed that the appraisal was performed on 10th November. Clerk requested to reduce her hours for two months – minutes, agenda and meeting remaining hours to be made up from holiday. Emails to be forwarded to the Chair. Pay rise was recommended by the working party, however the Clerk requested it was not implemented until January 2024 due to her reduced hours.</p> <p><b>RESOLVED – Increase from £13.75 to £14.75 per hour. Accept the Clerk’s request for reduced hours November &amp; December 2023</b></p> <p><b>2. Finance Committee – update by Cllr Rattigan</b></p> <p>a. To discuss and resolve Precept request to RVBC for 2024-25</p> <p>Members had received the Precept budget via email. The Committee budgeted to increase the reserves and for future projects. Members noted that the precept is high within the Ribble Valley however in comparison to other areas such as in Pendle it remains lower.</p> <p><b>RESOLVED – Agreed 9.97% increase of the Precept £22,905.00</b></p> <p><b>3. Playing Field &amp; Play Ground Working Party – Cllr Harrison</b></p>	<p><b>10.02.04</b></p> <p><b>10.02.05</b></p>

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	<p>a. Working party members to be confirmed 10.03a Cllr Bolton to stand in on the working party until vacancies filled</p> <p>b. To receive an update regarding grant application</p> <p>10.03b – Cllr Harrison confirmed the grant application had been submitted and a confirmation of receipt has been received.</p> <p>c. To receive and note a verbal update re the playing fields boundary fence.</p> <p>10.03.c It is too wet on site to start without causing damage, Cllr Bolton suggested requesting an extension with LEF for works as the deadline is December 2023. Plants have been ordered.</p> <p><b>RESOLVED – Cllr Bolton to request extension of works deadline to LEF and chase the advance payment</b></p> <p>d. To discuss and resolve actions to the agreement for grass cutting with Waddington Football Club</p> <p>Matter to be deferred to February 2024</p> <p>The roundabout hole will be turfed over by Cllr Harrison and the Clerk confirmed that the photographs of the damaged playground surface had been sent to contractor that week.</p>	<b>10.03.06</b>															
<b>11.</b>	<b>Financial Reporting</b>																
	<p>By the Responsible Financial Officer:</p> <p>To approve:</p> <p>1. Bank balance as at 31 October 2023 £19,022.34</p> <p>1. Update regarding HMRC and cancellation of QuickBooks</p> <p>The Clerk confirmed that she now has access to HRMC Gateway and has cancelled Quickbooks.</p> <p>2. Expenditure to be approved October 2023</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Easy Websites</td> <td style="width: 20%;">Direct Debit</td> <td style="width: 40%;">£27.60 incl VAT</td> </tr> <tr> <td>Intuit</td> <td>Direct Debit</td> <td>£46.80 incl VAT</td> </tr> <tr> <td>Clerk salary for October</td> <td></td> <td>£567.13</td> </tr> <tr> <td>Christopher Walton (Lengthsman) September</td> <td></td> <td>£337.50</td> </tr> <tr> <td>Christopher Walton (Lengthsman) October</td> <td></td> <td>£193.75</td> </tr> </table>	Easy Websites	Direct Debit	£27.60 incl VAT	Intuit	Direct Debit	£46.80 incl VAT	Clerk salary for October		£567.13	Christopher Walton (Lengthsman) September		£337.50	Christopher Walton (Lengthsman) October		£193.75	
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	<p>Coars – Hedge cutting £84.00 incl VAT  RVBC – Road Closure for Christmas £45.83  Lancashire Fire &amp; Safety £70.80 incl VAT  Huntroyde Nurseries Limited £133.85  Eon £11.13</p>	
	<p><b>RESOLVED – Payments were accepted and agreed</b></p> <p>3. Receive update regarding grants received and to report on 2023 Bio Diversity and Local Delivery grants</p> <p>11.03 – The Clerk confirmed that the grants had been received and are to be rewarded for 2024. Clerk to confirm with LCC that 2023 Grant was used for fencing and hedges of playing field and contribution towards Coronation Gardens footpaths.</p> <p>4. Notification of 10% price increase for website subscription received from Easy Websites from January 2024.</p> <p>Members noted the information.</p>	<b>11.02.07</b>
<b>12.</b>	<b>Christmas tree light switch on</b>	
	<p>To discuss and confirm arrangements for the Christmas tree and lamppost decorations.</p> <p>12.1 to be held on Friday 1 December, road closure is 4.30pm – 7.30pm. Electricity North West had been contact with reference to the supply costs. Members discussed the requirement for a PA System to be used at Village events.</p> <p><b>RESOLVED – Clerk was asked to purchase a PA System for £189 from Amazon before 27 November</b></p>	<b>12.01.08</b>
<b>13.</b>	<b>CCTV &amp; Crime in area</b>	
	<p>To consider what measures the council can consider with regard to CCTV and the recent increase in criminal activity in the area.</p> <p>Members were informed that RVBC had been awarded a grant to assist with the purchase of CCTV, PC Matt Hartup is a point of contact for Members. The Clerk to contact PC Hartup for meeting with Members</p>	
<b>14.</b>	<b>Coronation Gardens</b>	

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	<p>To receive updates</p> <p>Benches are being dried and taking in for repairs, planting has been ordered. In addition the works are continuing on the path. Meeting about the siting of birdboxes has now happened. A hedgehog box to be purchased and a commemorative plaque for the coronation.</p>	
<b>15.</b>	<b>Allotments</b>	
	<p>1. To receive updates and resolve matters with regards to the allotment holder letters and rent payments.</p> <p>15.1 – Members were informed that they had been a favourable reply regarding the addressing of tenancy terms and reduction of plot sizes. The allotment holder meeting was delayed for a month.</p> <p><b>RESOLVED – Members agreed that plot costs should be half plot £15.00 per plot and £30.00 per annum. Lengthsman to split the plots. Cllr Edmondson to join the Allotment Working Party.</b></p> <p>2. Water supply and meter reading.</p> <p>15.2 – Cllr Rattigan to follow up the turning off of the water with a tenant.</p>	<b>15.01.09</b>
<b>16.</b>	<b>Waddington Community Orchard Project</b>	
	<p>1. To receive an update of the project from Cllr Bolton. To discuss and resolve further actions required regarding planning permissions.</p> <p>16.1 – Cllr Bolton to complete and submit planning permission for Orchard. Local Girlguiding Groups may be interested in getting involved. Clerk to be informed about required purchases for playing field.</p>	
<b>17.</b>	<b>PAT Report &amp; Fire Extinguisher Service</b>	
	<p>1. To discuss and resolve action required from the PAT report circulated prior to meeting.</p> <p>17.1 Cllr Harrison to remove the oven in the Pavillion by December.</p>	
<b>18.</b>	<b>Highways</b>	
	<p>1. To discuss and receive update regarding lamppost and signage Spring Gardens</p>	

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	<p>18.1.1 – A resident from Spring Gardens has voiced concerns with Cllr Rattigan and has contacted LCC with their concerned. No further information is required by WPC. A chicane and bollard are still missing and LCC has been contacted by a resident.</p> <p>2. To receive update regarding the hedge by Waddington and West Bradford School</p> <p>18.2.1 – Members were informed that a contact from LCC was looking into the matter of who is liable for the hedge cutting, Clerk had chased but no reply received. Nothing had been done at the time of the meeting. Members discussed and decided that Waddington and West Bradford School to be approached to find a way forward with regard to school time traffic and the safety issues at school times.</p> <p><b>RESOLVED – Cllr Rattigan to contact Waddington and West Bradford School to begin discussions.</b></p>	18.02.10
<b>19.</b>	<b>Partnership Meetings</b>	
	<p>To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates.</p> <ol style="list-style-type: none"> <li>1. Parish Liaison Committee – meeting due to be held 16<sup>th</sup> November.</li> <li>2. Traffic &amp; Road Safety Working Party – no meetings held</li> </ol>	
<b>20.</b>	<b>Waddow Hall</b>	
	<ol style="list-style-type: none"> <li>1. To receive any update with regard to the sale of Waddow Hall by Girlguiding and application for Asset of Community Value.</li> </ol> <p>20.1.1 - Cllr Rattigan confirmed that a letter of support for the application for the Asset of Community Value. Members noted the guiding groups which are normally at Waddow are moving to The Chapel</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> <ol style="list-style-type: none"> <li>1. Household support Fund Leaflet Distribution – members were given leaflets to hand deliver to households in the Parish</li> <li>2. Cllr Edmondson to send the ordering information to the Clerk for replacement defibrillator pads. It was noted the defib in the telephone box is on loan due to repair. Clerk to find emails with regards to repair for over 12 months ago.</li> </ol>	



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<b>22.</b>	<b>Next Meeting dates</b>	
	<p>22.1 Agenda items and Reports for the 11<sup>th</sup> December 2023 meeting to be submitted to the Clerk – by midday Monday 4<sup>th</sup> December 2023.</p> <p>22.2 Next meeting to take place Monday 11<sup>th</sup> December 2023, 7.30pm at St Helen's Church Refectory meeting room.</p> <p>Meeting was closed at 9.20pm</p>	

**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)**