

Waddington Parish Council

Clerk: Becky Moon

www.waddingtonparishcouncil.org.uk

clerk@waddingtonparishcouncil.org.uk

Local Government Act 1972 Meeting of Waddington Parish Council

The Meeting of the Parish Council held in person on Monday 14th October 2024 at 7:30pm at the Refectory meeting room at St Helen's Church Waddington

R. Moon (Clerk & RFO)

Minutes

1.	Introduction	Attachments
	The Chair welcomed Councillors and members of the public, and explained the process for any public participation at Agenda point 4.	
2.	Attendance and Apologies for absence	
	<p>The attendance of Cllr John Rattigan, Cllr Roy Edmondson, Cllr Liz Cox, Cllr Chris Sullivan, Cllr Sarah Whitwell & RVBC Cllr Sophie Cowman</p> <p>Also in attendance was three members of the public and the Clerk.</p> <p>Apologies were received and accepted from Cllr Ian Dixon and Cllr Richard Harrison.</p>	
3.	Declarations of interest	
	<p>To receive declarations of pecuniary or personal interests in matters identified in the agenda.</p> <p>Cllr Sullivan queried and objected to being asked to leave at point 14, as he stated that members of the public were allowed to attend the meeting and believed they could comment. All Members were reminded that members of the public are not allowed to be included in discussion outside of the Public Participation, and that previously he had included himself in discussion when a personal/pecuniary interest had been identified.</p> <p>The Chair and Clerk stated the matter would continue to be discussed in Closed session.</p>	
4.	Public Participation (max 5 mins per person)	
	<p>4.1 Two representatives of Waddington WI addressed Members, stating their disappointment of the placement of the Remembrance 2023 and Best Kept Village 2024 banners were placed on the fence around the WI Garden, therefore, blocking the garden designs. The Members expressed</p>	

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	<p>their sincere apologies and assured the representatives that it would never happen again.</p> <p>The representatives explained to Members that the WI noticeboard which is place at The Square is in a poor state of repair and currently do not have the funds to replace. The Members were asked if the WI could place posters into the noticeboard. The Chair explained it would be voted on at point 17.</p> <p>The resident voiced concerned about parking around the village, which meant the roads were impassable on occasion or dangerous. The residents were informed that if roads are block the police can be contacted if an emergency vehicle would not be able to get through.</p>	
5.	Minutes of previous Meeting	
	<p>To resolve to confirm the accuracy of the Minutes of Waddington Parish Council meeting held on Monday 9th September 2024 - to be signed off by the Chair.</p> <p>RESOLVED – The minutes were agreed and signed</p>	05.01.01
6.	Any matters arising from the minutes & not covered on this Agenda (resolutions closed & not required to be on this Agenda)	
	<ul style="list-style-type: none"> Hedge cutting – <p>Members were informed that LCC had confirmed their inspector had checked the hedge running along the footpath on West Bradford Road and felt it was not necessary to reduce the height and that the hedge had been trimmed back from the lights. Cllr Sullivan questioned why it had not been cut back further as he believed it had been so previously.</p> <p>The Clerk confirmed Coars had undertaken the hedge cutting as requested in the previous meeting.</p> <ul style="list-style-type: none"> Weeding at the garages near the allotments – <p>Members were informed that RVBC accepted responsibility for the weeding in the area as it is RVBC land.</p>	
7.	Planning Applications	
	<p>7.1 Consultation on the Council's draft Statement of Principles under the Gambling Act 2005</p> <p>Members gave no comments or objections</p>	<p>Planning apps circulated to Cllrs between meetings.</p>

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8.	Haweswater Aqueduct Resilience Programme (HARP)	
	<p>To receive and note any updates.</p> <p>8.1 To receive general updates.</p> <p>No updates received</p>	
9.	Receive updates from Committees & Working Parties	
	<p>1. Staff Working Party – update by Cllr Rattigan</p> <p>No updates</p> <p>2. Finance Committee – update by Cllr Rattigan</p> <p>2.1 Receive update</p> <p>2.2 Resolve the adoption of updated Financial Regulations as recommended by the Finance Committee</p> <p>2.3 Receive budgetary updates</p> <p>Members were informed that a Finance Committee meeting had been held however, more work is required before bringing the budget and precept to council at the November meeting</p> <p>3. Recreational Field, Pavilion & Playground Working Party – Cllrs Harrison & Cox</p> <p>3.1 National Lottery Fund grant application</p> <p>No updates were given.</p> <p>3.2 To resolve actions required on Playground recommended by ROSPA report</p> <p>The Clerk confirmed that she had contacted Wicksteed requesting a quote for the replacement seat for the Rockeraway.</p> <p>3.3 Consider and resolve action required to get metal benches replaced in play area. Quote received for works.</p> <p>RESOLVED – Members accepted the quote of £1,040 to remove the old and install new the benches by A Tolson.</p> <p>3.4 Discuss and resolve actions of the list received from Waddington</p>	09.03.3.02

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	<p>Football Club regarding Pavilion improvements</p> <p>3.5 Receive update regarding the rotten doorframe of gents toilets in Pavilion</p> <p>The Clerk confirmed she had instructed the carpenter R Mason to undertake the work after accepting the quote of £150</p> <p>3.6 PAT testing 2024 – the receive quote and resolve further action.</p> <p>RESOLVED – Members accepted the quote from Lancashire Fire Safety to PAT and check fire extinguishers in the Pavilion. £9.50 per extinguisher and £40 for PAT report</p> <p>4. Funday Working Party – Cllr Sullivan and Dixon</p> <p>4.1 To receive updates</p> <p>No updates given</p> <p>5. Scarecrow Festival Working Party – Cllr Harrison and Cllr Cox</p> <p>5.1 To receive updates</p> <p>No updates given</p> <p>6. Asset Register Working Party – Cllr Sullivan & Cllr Bolton</p> <p>6.1 To receive any updates</p> <p>It was confirmed that had not begun on the register, Cllr Sullivan and Whitwell to meet and report progress at November meeting.</p>	<p>09.03.6.03</p>												
10.	Financial Reporting													
	<p>By the Responsible Financial Officer:</p> <p>To approve:</p> <p>1. Bank balance as at 30 September 2024 £27,922.00</p> <p>2. Expenditure to be approved September – October 2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">○ Easy Websites (DD)</td> <td style="text-align: right;">£30.36 incl VAT</td> </tr> <tr> <td style="padding-left: 20px;">○ Clerk salary for Clerk September incl exp</td> <td style="text-align: right;">£635.64</td> </tr> <tr> <td style="padding-left: 20px;">○ Water Plus – Allotments wp-INV06922364 (Credit Note)</td> <td style="text-align: right; vertical-align: bottom;">-£38.70</td> </tr> <tr> <td style="padding-left: 20px;">Water Plus – Pavilion wp-INV06926613 (Credit Note)</td> <td style="text-align: right; vertical-align: bottom;">-£3.40</td> </tr> <tr> <td style="padding-left: 20px;">○ E.ON</td> <td style="text-align: right;">£84.04</td> </tr> <tr> <td style="padding-left: 20px;">○ PKF – External Auditor inv SB20242570</td> <td style="text-align: right;">£252.00</td> </tr> </table>	○ Easy Websites (DD)	£30.36 incl VAT	○ Clerk salary for Clerk September incl exp	£635.64	○ Water Plus – Allotments wp-INV06922364 (Credit Note)	-£38.70	Water Plus – Pavilion wp-INV06926613 (Credit Note)	-£3.40	○ E.ON	£84.04	○ PKF – External Auditor inv SB20242570	£252.00	
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	<ul style="list-style-type: none"> ○ J & M Coar – INV 722 £91.20 ○ Newlands Nursery Inv 0833 £198.00 ○ Peter Scott Inv 39282 £115.00 <p>RESOLVED – Payments were agreed and to be made by the Clerk</p> <p>3. Concurrent Grant update –</p> <p>The Clerk confirmed that the Concurrent Grant payment of £605.00 had been received into the bank.</p> <p>4. AGAR receive updates –</p> <p>The Members were informed that the external audit had been completed, the report had been circulated and the Notice of the Conclusion of Audit had been posted to the website and there was an invoice to pay.</p> <p>5. Bank mandate update –</p> <p>Members were informed the Clerk had changed the mandate to remove A Coar’s name from the mandate and add Cllr Sullivan. Cllr Sullivan was asked to confirm with the Clerk if he had received the bank notification by the next meeting.</p>	<p>10.02.04</p>
11. Lengthsman		
	<p>1. To consider and confirm the job list for the Parish Lengthsman Scheme to be able to receive a quote from</p> <p>Cllr Dixon had sent a map which was circulated to Members prior to the meeting. There were some areas on the maps which are not Parish Council responsibility, and the maps require amending before being sent to Lengthsman Scheme. Cllr Dixon was thanked for his work on the matter so far</p>	
12. CCTV & Crime in area		
	<p>1. To discuss and resolve actions required after Parish consultation on 7th October</p> <p>Members felt that the turnout of the consultation meeting was not sufficient to give a full understanding of the community’s desire to have CCTV in the village. Members noted again that the cameras would only be directed at roads and not properties, the locations had not been decided and the council would work with the police on</p>	

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	<p>placement.</p> <p>It was decided to approach other local Parishes to find out how CCTV had benefited them. The Clerk was asked to contact the Clerk at Sabden.</p>	
13.	Coronation Gardens & Village Planting	
	<p>1. Consider and resolve any involvement Landmark Tree Project</p> <p>Members felt there was no suitable place for the tree and would not be</p>	
14.	Allotments	
	<p>14.1 Path maintenance and cleaning update The Clerk confirmed the path works had been completed, it was noted that there are repairs required to the path.</p> <p>14.2 Discuss and resolve action required regarding breach tenancy agreement – Discussed in closed session</p> <p>14.3 Consider and resolve RVBC Pest Control recommendations for pest control management of allotments.</p> <p>RESOLVED – Members agreed that the RVBC Pest Control Officer’s recommendation of visits throughout the year at a cost £65 per hour and it was quoted that three hours per year would be sufficient. Once the livestock is no longer on the allotments the officer advised he did not believe there would be a necessity to visit.</p> <p>14.4 Receive update regarding post concreting at the entrance of the allotments Cllr Edmondson informed Members the work had been completed.</p> <p>RESOLVED – Member accepted the invoice of £150 and instructed the Clerk to pay.</p> <p>14.5 Noticeboard</p> <p>Deferred until 2025</p>	<p>14.03.05</p> <p>14.04.06</p>
15.	Waddington Community Orchard Project	
	<p>15.1 Create a Working Party</p>	

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	<p>RESOLVED – Cllr Whitwell and Cllr Edmondson, Cllr Sullivan to be the principle of the working party.</p> <p>15.2 To receive any updates of the project.</p> <p>The Alms houses have asked for an update for the board of trustees by the December board meeting. Cllr Whitwell to supply information. The agreement had been live seen September 2024, works to be completed by 31st March 2025.</p> <p>Members were informed there is a delay due to the tree works to ensure site safety. The TPO consents in place however one had lapsed at the time of meeting. This was not deemed an issue as RVBC to be contacted. The original contracted who's quote was accepted had informed Cllr Whitwell they could no longer undertake the work. Cllr Whitwell contacting new contractors for quotes, there were concerns that the quotes would be higher than the original, member recognised council funds may have to be used to make up shortfall to FiPA funding.</p> <p>Community meeting to be arranged, the Clerk to put the information on the website</p> <p>15.3 Consider and resolve the new quotes for tree works on plot.</p> <p>RESOLVED – Cllr Whitwell authorised to accept a quote to ensure works are not delayed. Members to be informed by email when quote accepted. Members authorised the use of council funds for quotes over the original quote price.</p>	<p>15.01.07</p> <p>15.03.08</p>
<p>16.</p>	<p>Highways</p>	
	<p>16.1 To discuss the Traffic Counter and Speed Survey results from Lancashire County Council.</p> <p>Cllr Sullivan requested the raw data and question why the Parish council were not sent it by LCC. Clerk to email LCC.</p>	
<p>17.</p>	<p>Noticeboard</p>	
	<p>17.1 To discuss and resolve the request from Waddington WI regarding the Noticeboard</p>	<p>17.01.09</p>

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	RESOLVED – Members agreed to Waddington WI using the top noticeboard. They were not to be given access however, would be advised to supply the Clerk with the posters to be put in.	
18.	Defibrillators in village	
	<p>1. Receive updates</p> <p>Members were informed that the Clerk was still trying to obtain the correct defib pads for the Telephone Box defib. Cllr Edmondson informed Members that the battery of the lower defib was now out of date.</p>	
19.	Attendance of LEF Annual Event	
	<p>19.1 Receive update regarding Lancashire Environmental Fund Annual event 26th September 2024</p> <p>Members were informed that no one was available to attend the event.</p>	
20.	Annual Planner Update	
	<p>20.1 Additions to planner to be discussed, if not already added in meeting</p> <p>There were no additions</p>	
21.	Best Kept Village Competition	
	<p>Receive update from council attendance of the Best Kept Village awards 14 October 2024</p> <p>Cllr Rattigan informed Members that Waddington had won the category Best Kept Village 2024 (Medium Village). Members expressed their gratitude to all residents and business for the part they had played in this year's competition.</p> <p>In addition, Members were informed that The Alms houses had won the Sheltered Housing category and congratulated them.</p> <p>The plaque to be installed by the Lengthsman.</p>	
22.	Remembrance 2024	
	<p>22.1 Consider and resolve the design for Remembrance banner to be printed</p>	

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	<p>Members had received a number of designs and selected to have the text “Waddington Remembers” on the final design. Clerk to forward the final decision to Cllr Dixon for printing that week. It was decided that the banner should be placed at the cenotaph. Members noted that the lamppost poppies needed to be put out before the 1 November.</p> <p>22.2 Discuss whether a Remembrance bench would be suitable for the village The Clerk had circulated an email suggesting a remembrance bench, Members to consider further and discuss in December</p>	
23.	Partnership Meetings	
	<p>1. To receive reports from external partners and meetings which impact on the Parish area e.g., LCC, RVBC updates.</p> <ul style="list-style-type: none"> ○ Parish Liaison Committee meeting 12th September Members were unable to attend ○ 'Better Working Between Lancashire County Council and Parish and Town Councils: Parish & Town Council Charter 2022-2024 Working Group – councillor availability to volunteer ○ The Parish and Town Council Conference, 2nd November 2024 – resolve attendance 	
24.	Grants	
	<p>24.1 To receive information regarding Jubilee Fund Members to consider possible projects in December meeting.</p> <p>24.2 To discuss and resolve Parish interest in applying for LCC Champion Grants Scheme</p> <p>24.3 To discuss and resolve Parish interest in applying for Commissioners Community Fund</p> <p>24.4 To discuss grant information received from RVBC Cllr Whitwell to research grant information and report back to council.</p>	

