

Waddington Parish Council

Clerk: Chris Towers

clerk@waddingtonparishcouncil.org.uk

Local Government Act 1972 Meeting of Waddington Parish Council

Meeting of the Parish Council held in person on **Monday 10 MARCH 2025** at **7:30pm** in the Refectory meeting room at St Helen's Church Waddington

Minutes

1. Welcome and introduction

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

Present: Cllrs J Rattigan, R Edmondson, I Dixon, R Harrison, L Cox, the Clerk and two members of the public.

Apologies: Received and accepted from Cllr S Whitwell

3. Declarations of interest

None declared

4. Public participation (max 5 minutes per person)

A member of the public informed members that the Alms Houses trustees have a new representative who will likely engage the Council in respect of the Community Orchard project.

5. Minutes of previous meeting

RESOLVED: To approve the Minutes of 10 February 2025 as a correct record, with no amendments.

6. Any matters arising from the minutes and not covered on this Agenda (resolutions closed and not required to be on this Agenda)

The Clerk informed members that:

- *Little Green Bus* have gratefully acknowledged receipt of the Council's recent donation
- Letter to RVBC re planning application for 4 Orchard Cottages had been submitted but no response has yet been received
- The LCC Highways speed survey results have been published on the Parish Council website
- Cllr Whitwell's nomination has been submitted to LALC for the Royal Garden Party ballot

7. Councillor vacancy

7.1 Received Applications

The Clerk has received one application for the councillor vacancy from L Kerrigan.

7:35pm L Kerrigan left the meeting room

7.2 Co-Option of Councillor

The Chair reminded Councillors as to the grounds on which they should consider an applicant's eligibility and suitability for co-option when determining how to vote.

RESOLVED: To co-opt L Kerrigan as a member of the Parish Council.

7:37pm L Kerrigan re-joined the meeting room

The Chair informed L Kerrigan that she had been co-opted to the Council and explained the requirements to complete the requisite declarations, which would then be submitted to the Monitoring Officer at RVBC. L Kerrigan completed the *Declaration of Acceptance*, which was witnessed by the Clerk by signature in front of the Council. The Clerk provided L Kerrigan with a *Notification of Interests* form and a copy of the Council's *Code of Conduct*, instructing her to complete and return the Notification to the Clerk within 28 days.

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8. Planning matters and road closures

8.1 Planning application no: 3/2025/0057

Grid Ref: 372931 443805

Proposal: Listed Building Consent for installation of underfloor heating at ground floor. Location: Waddington Hall Clitheroe Road Waddington BB7 3HP

RESOLVED: To request the Clerk to ask RVBC to confirm: The nature and extent of excavations conducted to date and whether such work required permission; The element(s) of the building to which the listing status applies and whether this would place any restrictions on further excavations and installation of underfloor heating.

8.2 Planning application no: 3/2025/0143

Grid Ref: 372851 443547

Proposal: Variation of condition 2 (approved plans) to change proposed roofing material to glass on planning permission 3/2022/0125 for proposed demolition of existing utility room extension and replacement with single storey rear and side extension.

Location: 43 Waddow View, Waddington BB7 3HJ

Members made no comments and raised no objections

8.3 Planning enforcement enquiry

The Clerk reminded members of the details of a resident's concerns regarding noise disturbances and alleged unlawful use of land, as distributed to Councillors prior to the meeting.

RESOLVED: To request the Clerk to write to RVBC with the information provided by a resident and to ask if RVBC would look to make any further enquiries, in light of the potential breach of previously established planning conditions over the property.

9. Haweswater Aqueduct Resilience Programme (HARP)

9.1 Cllr Rattigan has been advised of a recent HARP meeting involving a senior representative of LCC Highways who had stated that he was unaware of any correspondence received from either the Council or parish residents.

RESOLVED: To request the Clerk to resend the Council's prior correspondence to the LCC Highways contact, ensuring that the original date of issue is highlighted.

10. Committees and working parties

10.1 Staff Working Party (Cllr Rattigan)

The Chair informed members that since taking up post, the new Clerk's actual hours have been higher than contracted, reflecting the nature and volume of work required to conclude handover and to establish effective and systematic working methods.

RESOLVED: That the Clerk may extend regular working hours by a maximum of five hours per week until the April 2025 Council meeting.

10.2 Finance Committee (Cllr Rattigan)

RESOLVED: To convene the Finance Committee at 6:30pm on Monday 14 April 2025.

10.3 Recreational Field, Pavilion & Playground Working Party (Cllrs Cox & Harrison)

10.3.1 Installation of replacement part for 'rock away'

Cllr Harrison advised that a second replacement seat is required, in light of the recent findings of the Lengthsman's playground survey, and that after consulting with the supplier, the new parts will need manual modification in order to fit the existing 'rock away' installation.

RESOLVED: To request the Clerk to instruct Lengthsman to order a second replacement seat and to then adapt and fit both new seats, noting that repair is required to existing equipment and in response to a recommendation in the last RoSPA report.

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10.3.2 Adult seating in play area

Bench has yet to be re-located from the Coronation Gardens to the Playing Field and a means to secure it in the new position needs to be agreed.

RESOLVED: That Cllrs Rattigan, Dixon and Edmondson will arrange a mutually convenient date on which they will relocate and install the bench.

RESOLVED: To request the Clerk to ask the Lengthsman for advice and a cost estimate for the appropriate installation of a new concrete base to which the bench can then be securely fixed.

10.3.3 Repairs to electric shower

The Clerk advised that a contractor has been engaged and that an estimate for replacing the shower unit is currently awaited. Members were reminded of the resolution made in the previous Council meeting (10 February) authorising the Clerk to approve the work subject to the price being within the limit set by the Financial Regulations.

10.4 Fun Day Working Party (Cllrs Cox & Harrison)

Cllr Harrison and Cox have considered initial activity ideas and will re-convene before the next Council meeting to develop more detailed proposals.

10.5 Scarecrow Festival Working Party (Cllr Dixon)

10.5.1 To recruit new member to working party

Discussion deferred pending successful co-option of new member to the Council

10.6 Asset Register Working Party (Cllrs Whitwell & Edmondson)

Cllr Whitwell has an initial draft which she intends to share with the Clerk imminently.

10.7 Community Orchard Working Party (Cllrs Whitwell & Edmondson)

10.7.1 Revised dates for volunteer tree planting day

The Clerk confirmed that a communication will be emailed to the volunteer group requesting support for tree planting on Friday 14 and Saturday 15 March, once the start times for these days had been confirmed.

10.7.2 General Update

The Chair noted that a lot of work has been done recently in terms of fencing, groundwork and planting preparation. In direct relation to these works, the Clerk requested authorisation to pay two invoices. It was noted that the associated works formed part of the FiPL-funded project scheme and that the costs would subsequently be covered by repayments under the FiPL grant:

- (i) **RESOLVED:** To authorise the Clerk to pay £207.36 (incl. VAT) to *Railside Trading* for tree stakes and wooden posts
- (ii) **RESOLVED:** To authorise the Clerk to pay £2,417.76 (incl. VAT) to *Bob Lancaster* for fencing work (of which £1,719.33 excl. VAT will be reclaimed from FiPL)

10.8 Allotment Committee (Cllrs Rattigan, Edmondson & Dixon)

10.8.1 Update on Committee Meeting (10 March 2025)

Members were informed that the Committee Meeting had discussed all of the items previously raised for consideration by an allotment holder, and that the allotment holders present had expressed collective views that the opportunity to meet with members was appreciated although the matters discussed had little relevance to their interests. Cllr Rattigan stated that a request had been raised to remove the barbed wiring on the boundary fence. It was agreed that the Clerk will contact the occupier of the land to consider options to remove or re-position the wire.

Members were also advised that in response to the request concerning parking and access rights, the Clerk would continue to pursue confirmation of land ownership from RVBC.

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Cllr Rattigan further advised that allotment holders had requested that a stronger stance be taken in respect of monitoring the proper use and maintenance of individual plots.

RESOLVED: That Council members will adopt a more robust approach to inspecting plots and to upholding the terms of the licence agreements.

In support of the resolution, the Clerk will work with Cllr Dixon to prepare an inspection timetable and associated documentation.

10.8.2 Update re water supply repair

The Clerk informed members of two estimates received from the Lengthsman for repairing the mains water supply, to include and exclude the additional replacement of the existing blue pipework at a cost of £811.42 and £183.10 respectively. Recognising that the current pipework is of the incorrect specification and is known to have at least one burst, members agreed that repairs should include full pipe replacement. On the basis that the estimated cost of works exceed £500, Council accepted the Clerk's advice that two additional estimates should be obtained, whilst noting that the Lengthsman is already contracted for maintenance and repair.

10.8.3 Update on rental arrears

The Clerk informed Council that reminders will be issued to the relevant parties imminently.

10.8.4 General Update

The Clerk noted that in respect of the poultry currently being kept on the allotments, the Council may be advised to take appropriate steps to help ensure compliance with the Government's statutory provisions for containing avian flu', as currently in force throughout Lancashire. The Clerk referred members to the *Avian Influenza Prevention Zone Declaration* (pub' 15 February 2025) and in particular, the need for poultry to be kept permanently housed and the mandating of several specific provisions that may present practical challenges in respect of adoption on the allotment site.

Members noted that the allotment tenancy agreement includes provisions requiring poultry keepers to comply with all animal welfare legislation and also with any restrictions or regulations imposed by DEFRA.

RESOLVED: To request the Clerk to write to the relevant allotment holder to: Highlight the Government's prevailing statutory requirements in respect of keeping poultry and the associated implications on the Council's landlord interests; Request an explanation of the measures that the allotment holder will take to ensure compliance with these requirements.

11. Financial report

11.1 Bank balance as of 28 February 2025: £13,176.11

11.2 Schedule of payments

Payments made between 04 February and 03 March 2025:

Payee	Description	£ Gross	Date Paid
Amazon.co.uk ¹	Tree & Cable ties for Orchard planting	51.25	27 Feb
RVBC	Pest Control (15 & 22 November 2024)	130.00	28 Feb
Royal British Legion	VE Day commemorative flag	23.98	27 Feb
Amazon.co.uk	Magnetic pins for notice boards	9.99	25 Feb
Farm Forestry Company Ltd ¹	Wire meshing for Orchard	391.20	03 Mar
C Towers	Clerk costs (February)	941.75	03 Mar
Easy Websites	(DD) Website administration	36.96	03 Mar
Water Plus	(DD) Pavilion INV08374750	6.79	03 Mar
Water Plus	(DD) Allotments INV08362771	15.61	03 Mar

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Proposed & scheduled payments to be made prior to next Council meeting (14 Apr'25):

Payee	Description	£ Gross
Water Plus	(DD) Pavilion (estimated)	6.79
Water Plus	(DD) Allotments (estimated)	15.61
Clear Councils Insurance	Insurance Renewal for 2025/26	1674.57

¹ Items expected to be fully or partially recovered via agreed grant funding

RESOLVED: To approve the payment schedule and instruct the Clerk to make the outstanding payments.

11.3 Insurance renewal

The Clerk confirmed that the existing policy expires on 27 March and that the Council's retained broker has provided a single renewal proposal, at an annual premium of £1,674.57 (including IPT, excluding £45 arrangement fee), being an increase of £180.00 over the prior year. The Clerk further outlined the key observations drawn from an analytical comparison of the current and proposed levels of cover that had been shared with Councillors prior to the meeting. The Clerk invited Councillors to refer back to the full schedule for details in deciding whether to accept the proposal.

RESOLVED: To request the Clerk to contact the broker to accept the proposal and so ensure that cover is renewed in a timely manner.

11.4 Purchase of tree stakes and posts

Addressed at 10.7.2 above

11.5 Purchase of replacement ink pads for office printer

RESOLVED: To authorise the Clerk to purchase replacement ink pads at a cost of £20.00.

11.6 Revisions to bank mandate

The Clerk advised that the bank mandate has been updated (as previously resolved by Council) and that the Clerk has access to online banking. A replacement bank card is still to be sourced to enable online payments.

11.7 Status of current Financial Regulations

The Clerk explained that current banking facilities preclude two-party approvals for payments.

RESOLVED: To request the Clerk to redraft the Regulations to reflect the Council's revised payment authorisation process as imposed by limitations in available banking facilities.

11.8 Christmas Tree metered supply

The Clerk informed Council that ENW has now clarified the billing details without concern.

ENW has rejected responsibility for any electrical installation or equipment fitted beyond the point of connection. The Clerk is to pursue this further with ENW.

12. Internal Audit

12.1 Proposals for engaging new auditor

Following a recommendation from another local Council, the Clerk has identified an auditor with appropriate experience who would conduct the 2024/25 audit for a £200.00 fixed fee (no VAT).

RESOLVED: To authorise the Clerk to formally engage the auditor at the fixed fee of £200.00.

12.2 Outstanding audit actions

The Clerk reminded Council that a number of previous audit findings still require some remedial action, notably in respect of member and staff training, updated asset inspection records and register, further revisions to Financial Regulations and the Finance Committee's terms of reference, and enhanced budget monitoring. The Clerk will take appropriate steps to make

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necessary administrative improvements where appropriate to do so but highlighted that proactive support from Councillors will be required, such as in relation to future training.

Cllr Rattigan requested that the Clerk source a copy of the *Good Councillor Guide* and then distribute that to all members for consumption.

13. Flooding in village

13.1 Update re temporary floodgate

Cllr Harrison confirmed possession of the floodgate although attempts to offer the gate to local residents for installation at their property have yet to yield a positive response. Cllr Harrison will continue to contact local residents.

13.2 Other relevant updates

Council noted that the culvert on Slaidburn Road has been successfully cleared by LCC.

The Clerk stated that Cllr Swarbrick has consented to appropriate publication of the schedule of works agreed during his site visit in January.

RESOLVED: To publish the schedule of works on the Council website and main notice board

14. Lengthsman

14.1 Update on engagement of new Lengthsmen and queries arising from recent village inspection regarding footpath boundaries and playing fields.

The Clerk informed Council of the provisional agreement made with the Lengthsman that in maintaining roadside footpaths, individual residents would be deemed responsible for weeding any private wall footings. Members raised no objections to this.

The Clerk confirmed that maintenance activities at the playing fields had begun although clarity was needed in terms of the extent of the grass area to be cut by the Lengthsman.

RESOLVED: To request Cllrs Dixon and Edmondson to engage the Football and Cricket Clubs to confirm boundaries of responsibility between the Clubs and the Lengthsman for grass cutting

14.2 Results of Playground survey

The Lengthsman's survey findings were shared with members prior to the meeting. Repairs to the 'Rock Away' installation were addressed at 10.3.1 above

15. Coronation Gardens, village planting & Christmas 2025

15.1 Update on request to Duck Race Committee for contribution to tree cost

The Duck Race Committee has declined to sponsor the cost of the tree, although they have offered a £400 contribution to the Community Orchard project.

15.2 Update re resident enquiry concerning commemorative bench

The Clerk informed Council that the resident will source and install a new plaque on the bench.

15.3 Other relevant updates

The Clerk confirmed that the *RV in Bloom* grant application has been submitted for £250.00.

16. Crime in area

16.1 General Update

The Clerk has registered with *Stay in the Know* and will keep Council informed of any material trends or concerns observed.

17. Highways

17.1 Update on deployment of Slow Down stickers and roadside banner

Cllr Edmondson confirmed that stickers may be collected by residents from the Social Club. The Council has yet to decide how and where the roadside banner would best be deployed.

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17.2 Update on concerns with parking at village primary school

The Clerk confirmed that a letter was sent to LCC Highways raising concerns over road safety outside the village school although no response has yet been received.

17.3 Other relevant updates

Cllr Rattigan has been approached by a resident raising concerns over the re-emergence of a significant pothole in Clitheroe Road at Brungerley Bridge, noting that this is a recurring issue.

RESOLVED: To request the Clerk to write to Cllrs S Cowman and R Swarbrick, highlighting the concerns raised.

18. Facebook page

18.1 Update on creation of new Council Facebook page

Cllr Dixon confirmed that a new Facebook page has been created in the name of *WPC Waddington* and some initial content has been prepared. The Clerk requested that the page is not published until a supporting Social Media policy has been prepared and agreed by Council.

19. VE Day

19.1 Preparations for VE Day 2025

The Clerk has received the new commemorative flag, which was passed to Cllr Edmondson.

20. Partnership meetings

20.1 *Pub in the Hub* initiative (RVBC)

Discussion deferred to next Council meeting.

20.2 Entry to *Best Kept Village 2025*

RESOLVED: To request the Clerk to submit a competition entry, at a cost of £25.00.

20.3 *Great British Spring Clean* initiative

Not discussed.

20.4 *Active Village* initiative

Discussion deferred to next Council meeting.

21. Defibrillators

21.1 General update

Cllr Edmondson confirmed that both defibrillators are in working order.

22. Annual Planner & Availability Tracker

22.1 Update on Availability Tracker

The Clerk confirmed that content of the Tracker will remain private and confidential amongst members. The Clerk requested that members provide details of any absence as/when arising.

RESOLVED: To adopt the new Availability Tracker on the basis discussed.

22.2 Review and update of Annual Planner

Items arising in March and April were noted by Council.

23. Matters brought forward by Councillors and Clerk as information only

The Clerk is to publish posters re LCC *Safe Trader Scheme* on the Council website.

24. Next meeting

The next meeting will be held on **Monday 14 April 2025 at 7:30pm**, St Helen's Church Refectory. Agenda items and reports to be submitted to the Clerk by **midday Monday 7 April 2025**.

C Towers (Clerk & RFO)

