

**MINUTES OF THE MEETING OF  
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 1<sup>st</sup> JULY 2019 at SAWLEY VILLAGE HALL,  
commencing at 7.30 pm**

**Present:** Cllr. H. Fortune (Chairman) Cllrs. C. Curry, G. Curry, A. Foster, D. Glover, R. Park, E. Twist, S. Whitaker, K. Whitwell

Also in attendance; Ms. S. Harrison (English Heritage), Borough Councillor R. Sherras, 10 residents & the Parish Clerk

Chairman welcomed all to the meeting.

**1 To receive and approve apologies for absence**

1.1 Apologies had been received from Cllr. L. Holt & Borough Cllr. R. Elms and it was **RESOLVED** that these apologies be accepted and approved.

**2 To receive declarations of pecuniary or personal interest**

2.1 Cllr. K. Whitwell declared a personal interest in Item 8 of the agenda and would not take part in any discussion of that item.

**3 Adjournment for Public Session (Max 3 minutes per person) Public**

3.1 Chairman, with members' approval brought forward Item 4 of the agenda & allowed residents to ask questions following Ms. Harrison's address.

3.2 Ms. Harrison then explained English Heritage's considerations in evaluating the site at Sawley Abbey, including the deterioration recorded of the stones. Photographs demonstrating condition of some stones, in 1977 & 2016 were passed round. She agreed to send copy of the report commissioned by English Heritage & to arrange to again meet residents & stakeholders. Serious concerns were expressed that the stones should remain in situ, with the hope that this could be achieved whilst avoiding further deterioration. This might be possible through a "Friends of Sawley Abbey" group, who may attract funding for a Heritage Centre. Ms. Harrison responded to numerous queries and left the meeting following this item. Clerk was to follow up on the reports and documents offered.

3.3 There were no other matters from the public

**4 Meeting to be addressed by a Curator from English Heritage regarding the stones at Sawley Abbey**

**5 To resolve to confirm the Minutes of the Parish Council Meeting, held on 3<sup>rd</sup> June 2019 (circulated & on website)**

5.1 Minutes of the Parish Council Meeting held on 3<sup>rd</sup> June 2019 had been circulated and it was **RESOLVED** that those Minutes be accepted and approved.

**6 To consider and approve a Co-Option from Gisburn Forest Ward to the Parish Council**

6.1 Members were informed that one of the two candidates for co-option had withdrawn. It was then **RESOLVED** that Paul Wilson be co-opted to the Parish Council, Clerk to ensure Declaration of Office & Interest forms were completed within 28 days & submitted to Ribble Valley Borough Council Officers.

**7 Any Matters arising from the minutes not covered on this Agenda FOR INFORMATION ONLY**

- Members to be updated on Bank signatories
- Members to be updated regarding any further information on Bailey Lane & Holiday Cottage parking
- Members to be updated regarding planting across the village sites

7.1 Bank mandate item was deferred to Item 14 of this agenda

7.2 Clerk read an email received from LCC Highways Officer & had queried Bailey Lane ownership; his response was awaited

7.3 Members noted that planting had been done in all three villages, which had been much admired and was at the agreed cost. Clerk had taken photos & will claim grant funding from Ribble Valley in Bloom.

**8 To consider any response to be made to Planning Applications**

- 3/2019/0412 Bay Gate Cottage, Barrett Hill Brow - re-roofing, including insertion of roof lights
- To report on any update then consider and approve any actions regarding Holden Clough site

8.1 There were no objections to Application 3/2019/0412

8.2 Clerk updated members on several recent planning decisions

8.3 Clerk read the response she had received from Ribble Valley Planning Officers regarding Holden Clough site. A planning application had just been submitted for the adjacent field but details were not yet available. Clerk was asked to circulate full details as soon as she had been informed for members to fully consider within 21 day deadline.

#### **9 To receive and consider Parish Lengthsman's Report since June Parish Council meeting**

9.1 Lengthsman's Report was read, which included the prompt strimming of Sawley Road / A59 junction. This was most appreciated. Discussion followed on ways to better understand work carried out. Chairman clarified parts of the signed contract. Clerk was instructed to request job sheets a week in advance of Parish Council meetings, to then circulate this for due consideration prior to approval.

#### **10 To consider and approve any actions for the Parish Council website access and training for updates.**

10.1 Parish Council website Working Party had not met. Following discussion, it was agreed Cllr. Foster be the new webmaster, for which he has experience. He was sincerely thanked for offering to do this. Clerk was to contact emango for login for him & to supply the training materials she had recently been given.

#### **11 To consider and approve any further action regarding Highways Matters (Letter from LCC Cllr. Iddon circulated)**

11.1 Members received the letter from LCC Cllr. Iddon; new yellow marks on roads were noted.

#### **12 To consider and approve any Working Party recommended amendments to Financial Regulations / Risk Assessment**

12.1 Financial Working Party had not yet had the opportunity to meet. Clerk was to circulate existing documents, Working Party to then meet to discuss amendments to the Policies for Parish Council approval.

#### **13 To consider and approve any actions regarding Sawley Abbey site & English Heritage Curator's response**

13.1 Members discussed English Heritage Curator Ms. Harrison's address & the subsequent questions. Clerk was asked to send an appreciative letter of thanks. Members considered that the stones should remain on site, in order to maintain context. It was noted that a Heritage Centre in Sawley would require Planning Permission & Cllr. Sherras agreed to look into this with Cllr. Elms & RV Planning Officers. Members were supportive of the setting up of a Friends of Sawley Abbey, who might be able to attract Heritage Lottery Funding for such a project. It was considered that urgent attention to this would be needed.

#### **14 Accounts**

##### **a. To approve Bank Balance**

##### **b. To consider and approve any grant payment to Sawley Village Hall (no request received at time of agenda)**

##### **c. To approve invoices for payment (with details) since June meeting**

14.1 Clerk informed members of the issues involved with changing the bank mandate & expressed thanks to Cllr. Foster for sorting this. She informed the meeting that reconciled bank balance (including previously approved payments & £250 received from LCC PROW team towards Lengthsman) to be £39,004.69

14.2 No grant application had been received from Sawley Village Hall, Cllr. Foster had again spoken with Committee regarding this.

14.3 Members then reviewed recent payment applications for approval as follows:

Bolton by Bowland Village Hall Trust – Room Hire x 2	£45.00
Oaktrees Nurseries, planting across 3 villages	£1200.00 (£600 grant to be claimed)
Clerk net salary June	£168.30
Clerk's expenses 3 months to 30.06.19	£142.98
HMRC PAYE 06.04.19 to 05.07.19	£63.20
Parish Lengthsman invoice to 01.07.19	£588.00

**RESOLVED that the above invoices be approved for payment.**

14.4 Clerk explained that new cheque book had not arrived, again due to mandate issues. The previous cheques approved ( cheques 100888 to 100896 inclusive) could be cancelled and, due to time delay, Barclays had agreed that, if Cllr. Foster (as the only existing & new signatory) attended the bank branch, with another former Parish Councillor who was a Parish Council signatory, cheques being signed whilst in branch, Barclays would honour cheques. Consolidated cheques for previous cancelled and newly approved payments were then considered:

Tosside Community Link – room hire & grant	£1015.00	Cheque 100897
B x B Village Hall trust room hire x 2 & grant	£1045.00	Cheque 100898
Martyn Bishop Consulting Ltd (internal audit)	£200.00	Cheque 100899
Parish Clerk – 3 months salary & expenses	£648.28	Cheque 100900
Lengthsman invoices 92 & 94	£1300.00	Cheque 100901

Oaktrees Nurseries – planting	£1200.00	Cheque 100902
HMRC PAYE to 05.07.19	£63.20	Cheque 100903
Lengthsman invoice to 01.07.19	£588.00	Cheque 100904
Citizens Advice Bureau – donation Section 137	£125.00	Cheque 100905

**RESOLVED that the above payments, as detailed be made & Cllr. Foster attend bank branch with unsigned cheques and a previous signatory to carry out this function. Cllr. Foster was thanked for all his assistance.**

#### **15 To receive reports from meetings**

##### **a. Ribble Valley Borough Council Report by Borough Councillors Elms & Sherras**

##### **b. Area of Outstanding Natural Beauty Report -Borough Cllr. Elms-**

##### **c. Ribble Valley Borough Council Parish Liaison Committee 20<sup>th</sup> June 2019 - Cllrs. Fortune & Twist**

15.1 Cllr. Sherras informed members that 2019 Beat Herder Festival had a number of changes ; there would be no helicopters this year, no sound testing on Thursday 11<sup>th</sup> July, fireworks to be set off for 8 minutes on Sunday 14<sup>th</sup> July at 10.37pm.

15.2 Cllr. Sherras informed that significant repairs / replacement work is to be carried out by United Utilities on Haweswater Pipeline, running from Haweswater to Manchester. Preliminary site investigation work is to be carried out & residents may need to be aware of this. United Utilities intend to address RVBC Parish Councils Liaison Committee to explain their planned work. They also plan to carry out other remedial works in Stocks Reservoir area, which will mean additional HGV traffic, again residents may need reassurance.

15.3 Whilst Cllr. Sherras was appreciative that Stagecoach has now taken on 280 bus service contract, he wished members to be aware that, even though there was no statutory function for this, Ribble Valley Borough Council had given £10,000 in financial support and the contract is only for one year. Further consideration would therefore be needed in order that a similar situation is not repeated. . He was thanked for the updates.

15.4 There was no report from AONB

15.5 Cllr. Twist had attended R.V. Parish Council Liaison Committee meeting. There was currently no Chairman of Committee. A presentation had been given on Luncheon Clubs and Community Safety Partnership was outlined. Wiswell PC had sought an update on Unitary Authority including Ribble Valley and updated on LCC Highways Report It system; a representative from LCC is to be asked to present to a future meeting. Pendle Heritage Lottery Scheme update was given, which applies to Pendle side of A59 parishes. She further informed that 3 years have passed since the previous assessment of phone box closures, and stickers may be soon found in boxes, advising of changes. He also reminded all that County Council household waste collection sites will be closing at 5.00 pm, and only open for 5 days per week. Future issues for meetings were suggested. Next meeting will be held in September. Cllr. Twist was thanked for her report.

#### **16. Matters brought forward by members. NOTE THAT ANY OTHER MATTERS ARE FOR INFORMATION ONLY**

16.1 Dog waste is being left in the green bin at Bolton by Bowland Church. Members were reminded that bagged dog waste could be placed in household waste bins. Clerk was asked to look into the cost of provision & emptying of dog waste bins, and to place this as an agenda item for September meeting.

16.2 Concern was expressed regarding the distress & costs incurred by some residents who wished to carry out remedial works to Listed Buildings in the Parish. Clerk was asked to place this as an agenda item for September.

#### **17 Date of next Meeting Monday 2<sup>nd</sup> September 2019 at Tossie Community Link**

**Chairman thanked all for their attendance & closed the meeting at 9.20pm.**