

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 11th JUNE 2018 at SAWLEY VILLAGE HALL, commencing at 7.30pm**

Present: Cllr. H. Fortune (Chairman), C. Curry, E. Twist, L. Holt, A. Foster, R. Park, M. Walsh, I. Willock, P. Wilson
Also in attendance ; 4 residents, Borough Cllr.R. Sherras, and the Parish Clerk

Chairman welcomed all to the meeting and gave consent for one person to record the meeting

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllrs E. Moorhouse, & A. Clements.; also from Parish Lengthsman and it was **RESOLVED that these apologies be accepted & approved**

2. To receive declarations of pecuniary or personal interest

2.1 There were no Declarations made.

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

3.1 Members of the public spoke at length about their concerns regarding Planning Application 3/2018/0396 Holden Clough Nursery, particularly the lack of consultation and the scale of the application site, so generating increased traffic. A letter from the Friends of Holden had been circulated to members.

4. To resolve to confirm the Minutes of both the Annual Parish Council Meeting and the Meeting, both held on 14th May 2018 (on website)

4.1 Minutes had been circulated and published on Parish Council website and it was **RESOLVED that the Minutes of the Annual Parish Council Meeting and the Meeting held on 14th May 2018 be approved and signed.**

5. Any Matters arising from the minutes not covered on this Agenda FOR INFORMATION ONLY

There were no Matters Arising

6. To consider any response to be made to Planning Applications

- 3/2018/0240/0358 – 5 & 7 Gisburn Road Bolton by Bowland – internal & external repairs & alterations (already commenced) to a Listed Building
- 3/2018/0396 - Holden Clough Nursery – extensions and alterations. **Members have had copy of a letter from Friends of Holden Committee regarding this item**

6.1 Some concern was expressed that Application 3/2018/0358 was retrospective to a Listed Building, however members were made aware that the property was damp & the applicant was working with Planning Dept to ensure best outcome; no objections were to be submitted

6.2 Members discussed at length the application for Holden Clough Nursery. Consideration was given to the development of a rural business, however concern was expressed that there was a lack of definition in the application, the scale was inappropriate and parking and traffic could be a major issue. It was therefore

RESOLVED Clerk to draft & circulate a letter of objection to members for approval and submission before 15th June 2018

6.3 Clerk had informed members of a late Planning Application following publication of agenda. This was for 3/2018/0493, summerhouse in the garden at Big Bolme Farm. No objections were to be submitted

6.4 Following this item, all residents thanked Chairman and left the meeting.

7. To receive and consider Parish Lengthsman's Report since April meeting

7.1 Lengthsman had supplied a report which was read out. Members noted that he had not yet had the opportunity to paint the railings at Copy Nook due to personal commitments. It was then

RESOLVED that Parish Lengthsman's Report be accepted and he was to be thanked for his work.

8. To receive the response by LCC Highways regarding re-siting of SPID in Bolton by Bowland and to receive and consider any further report from Highways Working Party, and any actions for approval regarding flooding at Acresfield Corner, Grunsagill, also to consider the response from LCC Cllr Atkinson (circulated)

8.1 Following the update previously circulated, Cllr. Holt had received a response from LCC Highways who will meet on site in approximately two weeks to discuss re-location of SPID but she had no update on this She had received further contact to suggest that consideration is being given to the lack of lighting at A59 junction at Sawley.

8.2 Members discussed the questionnaire regarding the need for additional car parking in Bolton by Bowland, however it was considered to be unnecessary following the removal of recycling bins.

9. To consider and approve any actions for any additional defibrillator provision (following clarification of existing) and to consider and approve any actions needed for replacement pads for the existing defibrillators

9.1 Cllr. Wilson had checked Tosside area and suggested Gisburn Forest café as a potential site, which had electricity supply needed. It was pointed out that this may be considered unsuitable by the potential donor club. It was therefore agreed that Clerk will contact the club & report conversation to Cllr. Wilson in preparation for July meeting.

10. To consider and approve any actions following Grant Application to Ribble Valley in Bloom for RAF 100 display at Tosside

10.1 Members were informed that an application had been submitted, but Grants Committee had not met.

11. To consider and approve the necessity for a Parish Council Data Protection Policy and to approve the terms of reference for such a Policy

11.1 Clerk had been asked to research such a policy, but had not had time to do so.

11.2 Members present each consented for the contact details shown for them on Parish website may remain in the public domain. Clerk was instructed to verify consent from Councillors who were not present at the meeting.

12. To further consider and approve any response to Community Transport (RVBC Cllr. Sayers synopsis circulated)

12.1 Further to Minute 12.1 of May meeting when members expressed appreciation of the service and the Consultations were noted, support, both financial and by letter were considered for this vital service to the rural areas. It was therefore

RESOLVED that a letter of support, with a donation of £100 be sent to Little Green Bus Company

13. To consider and approve any training requirements (Clerk has circulated LALC details of Effective Meetings Course) The course was noted.

14. To consider and approve any further actions following the request to Ribble Valley Borough Council for removal of recycling bins from Information Centre Car Park, Bolton by Bowland

14.1 Members noted that, despite several adverse comments, the Car Park was much tidier and did not seem to be causing any issues. The shoe & clothing bins had been considered to be necessary by Ribble Valley officers, but they would be monitored for use and any abuse.

15. To consider and approve any arrangements for Clerk's Annual Appraisal & Salary Review

15.1 Clerk informed members that this review was due and that she is had become a Qualified Clerk since starting in post. Following confirmation that 2 named councillors were prepared to carry out the Appraisal, and Clerk had no objections to those appraisers, It was then

RESOLVED that Cllrs. Fortune & Willock again carry out the Clerk's Annual Appraisal and report to Parish Council

16. Accounts

a. To approve Bank Balance

16.1 Bank balance was reported by Clerk as £34,314.73

b. To approve Invoices for payment with details since May meeting

16.2 Invoices for approval were submitted as follows:

| | | |
|--------------------------------------|----------|---------------------------------|
| CAB Donation (Section 137) | £100.00 | Cheque 100837 (Minute 17.6 May) |
| Bolton by Bowland Village Hall grant | £1000.00 | Cheque 100838 (Minute 17.7 May) |
| Datacenta website (REPLACE 100835) | £48.00 | Cheque 100839 (to include VAT) |
| Little Green Bus (Section 137) | £100.00 | Cheque 100840 |
| Parish Lengthsman inv 70 | £526.00 | Cheque 100841 |
| Parish Clerk (May net salary) | £131.60 | Cheque 100842 |
| Glasdon UK Ltd – new bench Sawley | £1015.21 | Cheque 100843 |

RESOLVED that the above invoices be approved for payment. Cllr. Twist informed members that the cost of the bench (previously approved) had increased, however this was acceptable to members

c. To consider and approve any Grant to be made to Sawley or Tosside Village Halls – No application received at time of Agenda

16.3 Clerk had sent a further copy of Grant Application pack to both Sawley & Tosside Village Halls, but not received an application from either. Councillors for those village hall areas will contact Village Hall Trustees.

17. To receive reports from meetings

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

17.1 Cllr. Sherras reported that he had received a prior notice regarding Beat Herder Festival, to be held 13th to 15th July inclusive. He will forward this to Clerk for circulation.

17.2 Cllr. Sherras reported that the Examiner due to carry out Review of Housing was now back following sickness & the Review will hopefully soon be completed. There were only minor changes to the Parish.

17.3 Cllr. Sherras reported that a Register of Self Build sites is to be set up, bringing in restrictions of terms, similar to those for affordable housing, demonstrating legitimate local connections.

17.4 He further reported that the new roundabout at Higher Standen with A59 is about to finally to start to be constructed.

b. Ribble Valley Parish Council Liaison Meeting Report– Cllrs. Fortune & Twist

17.5 Cllr. Fortune reported the next meeting will be held later in June.

c. Area of Outstanding Natural Beauty Report –Borough Cllr. Elms

17.6 Cllr. Elms was not present and had not sent any Report

18 To consider and approve a response to Cllr. Walsh’s letter to Chair dated 14th May

18.1 Cllr. Walsh did not wish to speak to the letter sent, but reinforced the queries and comments made. Following discussion, in particular regarding the cheque paid to Bolton by Bowland Village Hall regarding Heritage Trail, it was **RESOLVED** Clerk to draft a letter to Barclays requesting copy of the cheque. Members further approved the possible cost of this action.

19. To consider and approve the response to letter to Chairman from a resident dated early May

19.1 Since this was a sensitive and confidential matter, members

RESOLVED that this item be dealt with following the exclusion of press and public and no recording of the item to be permitted.

19.2 Chairman reported that he had received confirmation in writing from the resident that he expected the matter to be dealt with in a confidential manner by Parish Council, and that details were not to be disclosed in the public domain.

19.3 Chairman further reported that he had, that evening, received a further letter from the same resident, contents of the latest letter were not disclosed in Clerk’s presence.

IT WAS RESOLVED that, as the item dealt with a complaint against the Parish Clerk, she be instructed to leave the meeting for this item. These actions were carried out. Cllr. Twist took notes.

19.4 Members discussed the letter received, which had been circulated to members, but not Clerk. Chairman had taken advice and it was therefore

RESOLVED that a Complaints Panel be convened – Chairman, Cllrs. Willock & Wilson and an Appeals Panel be approved, if needed ; Cllrs. Holt, Twist & Moorhouse (Cllr. Moorhouse to be confirmed)

Chairman emphasised the need for confidentiality in this matter

20. Matters brought forward by members

ANY OTHER MATTERS FOR INFORMATION ONLY AS ITEMS NOT ON AGENDA CANNOT LEGALLY BE DECIDED

There were no matters brought forward

Date of next Meeting Monday 2nd JULY 2018 scheduled for Tosside Village Hall

Members were thanked for their input and Chairman closed the meeting at 9.20 pm