

**MINUTES OF THE ANNUAL MEETING OF
BOLTON by BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL
HELD AT TOSSIDE VILLAGE HALL ON 13th MAY 2019 AT 7.30 P.M.**

Present:

Cllrs. H. Fortune, C. Curry, G. Curry, A. Foster, D. Glover, L. Holt, R. Park, E. Twist, S. Whitaker and K. Whitwell:

In attendance: Borough Councillors R. Elms & R. Sherras, 7 residents & Parish Clerk

1. **All Members to sign Declaration of Acceptance of Office Form**
 - 1.1 All those Members noted above duly signed the Declaration of Office Form, and it was **RESOLVED** that the Declarations of Office as Members be accepted & approved.

2. **Election of CHAIRMAN who will then sign Acceptance of Office of Chairman (Members are reminded that the Chairman may be annually elected for a period of no more than three years) Cllr. Hayden Fortune has completed 2 years as Chairman and is therefore eligible for re-election**
 - 2.1 Members noted that Hayden Fortune was eligible to act as Chairman for a further year and it was **RESOLVED** by unanimous decision that Hayden Fortune be elected as Chairman of the Parish Council for the year.
 - 2.2 Hayden Fortune duly signed the Declaration of Office of Chairman.

3. **To accept and approve any apologies for absence**
 - 3.1 Apologies had been received from Mr. Paul Wilson and it was **RESOLVED** that the apologies be accepted and approved.

4. **To welcome new Members to Parish Council (all members are reminded that a new Declarations of Interest Form must be completed & returned to Parish Clerk within 28 days)**
 - 4.1 Chairman welcomed all Members to the Parish Council, particularly Cllrs. G. Curry, D. Glover, K. Whitwell & S. Whitaker (who were new to the Parish Council) and he looked forward to the new team working together.
 - 4.2 Most Members had completed their Declaration of Interest Forms and Cllrs. were reminded that these must be returned to Parish Clerk for submission within 28 days of office.

5. **To consider and approve to co-opt an additional Parish Councillor to Tosside Ward of the Parish Council**
 - 5.1 Clerk had received an email from a former Parish Councillor who wished to be considered for co-option.
 - 5.2 Another resident of Tosside Ward presented a letter asking for his own consideration for co-option.
 - 5.3 Members were informed that this would therefore be considered a Casual Vacancy and need to be advertised as such. Clerk would prepare a Notice for publication & submission to Ribble Valley Returning Officer.

6. **Election of Officers and Representatives for the coming year:**
 - **Vice Chairman**
 - **Finance Working Party (currently Chairman, Vice Chairman, Cllr. Foster & Parish Clerk)**
 - **Signatories for Bank Mandate (4 signatories, currently A.D. Clements, A.J. Foster, M.F. Walsh & I. Willock)**
 - **Planning Applications to be considered by all Parish Councillors on email**
 - **Website Working Party & Cllr. to act as backup for Parish Council website**
 - **RVBC Liaison Representatives**
 - **RV LALC Area Liaison Committee (3 Councillors may attend)**
 - **Representative to Bolton by Bowland Village Hall Committee (1 Representative)**
 - **Any other representatives to other bodies**
 - 6.1 Vice Chairman-
RESOLVED : Cllr. Foster was elected unanimously as Vice Chairman of the Parish Council.
 - 6.2 Finance Working Party ; Members were informed that this Working Party meets several times per year to monitor Bank Account, check this against the Budget and to recommend Precept to Parish Council. It was **RESOLVED** that Finance Working Party be comprised of Chairman, Vice Chairman, Cllr. Park & Parish Clerk.
 - 6.3 Signatories for bank mandate ; Members noted that, following the recent Election, there is only one remaining signatory (any two of four to sign). It was then **RESOLVED : Cllrs. Foster to remain, Cllrs. Fortune, Twist & Whitwell be added to the mandate, Mrs. Walsh & Messrs. Clements & Willock be removed. Clerk will obtain forms and liaise.**
 - 6.4 Members again agreed that all planning applications in the Parish are circulated to all by email and considered at Parish Council meetings.
 - 6.5 Website Working Party was agreed to be Cllrs. Foster, Holt & Parish Clerk
 - 6.6 RVBC Parish Council Liaison Committee : Cllrs. Fortune & Twist agreed to continue in this representation.
 - 6.7 RV Lancs. Ass. Of Local Councils Liaison Committee ; Cllr. Twist agreed to continue to attend (Members were reminded that 2 other councillors may attend)

6.8 Bolton by Bowland Village Hall Committee; Cllr. Whitwell informed Council that he is already a member of the Village Hall Committee, but not the Parish Council representative. Following discussion it was

RESOLVED that Cllr. G. Curry represent the Parish Council on Bolton by Bowland Village Hall Committee.

6.9 Members were not aware of any other representative bodies for Parish Council involvement.

7. To confirm suggested dates and venues for Parish Council meetings in the year 2019/20

(Suggested dates are 03 June, 01 July, NO MEETING in August, 02 September, 07 October, 04 November, 02 December, NO MEETING in January, 03 February, 02 March, Annual Parish Meeting, with usual meeting 06 April Annual Parish Council Meeting on 11 May 2019 (due to Bank Holiday)

VENUES TO BE DETERMINED & APPROVED

7.1 Members considered a possible change of day for meetings, but Mondays were considered most suitable. The dates for meetings as above were approved. Clerk was instructed to contact the three village halls for confirmation of booking dates, then to update members.

8 Any Other Annual Parish Council Meeting Business

Chairman then gave an Annual Report to the meeting, highlighting the previous year. Financial grants had again been given to each of the three Village Halls. A grant of £250 had been given to Slaidburn Archive for a project on The Fallen from Tosside & Slaidburn area in the Great War; it was hoped that further work would lead to commemorating those from the rest of the Parish & Cllr. G. Curry offered assistance with this. The Centenary of The Armistice had been commemorated in each village. A new bench had been installed opposite Sawley Abbey. The bins at Bolton by Bowland had been removed and the area tidied. He expressed thanks to Parish Lengthsman for his sterling work, additionally this year he had painted the railings at Copy Nook.

Chairman then wished to express thanks; in particular to Allan Clements for his steadfast support as Vice Chairman ; to Ian Willock who had worked so hard on the website ; to Elizabeth Moorhouse & Ian Willock who had retired from Council and to Mary Walsh & Allan Clements who had been unsuccessful in the recent election. He then thanked all the existing members who had been re-elected and looked forward to working with the new team. He expressed thanks to Parish Clerk and she was instructed to write to previous Councillors who were no longer Members, expressing thanks.

There being no other AGM Business, Chairman closed the AGM at 7.54 pm