

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 14th MAY 2018 at BOLTON by BOWLAND VILLAGE HALL,
commencing at 8.15pm, following the ANNUAL PARISH COUNCIL MEETING**

Present: Cllr. H. Fortune (Chairman), Cllrs. A. Clements, C. Curry, E. Moorhouse, R. Park, I. Willock
Also in attendance ; Borough Cllr.R. Sherras, Parish Clerk

Chairman welcomed all to the meeting

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllrs. Twist, Holt, Foster, Walsh & Wilson ; also from Borough Cllr. R. Elms and Parish Lengthsman and it was

RESOLVED that these apologies be accepted & approved

2. To receive declarations of pecuniary or personal interest

2.1 Clerk advised members that 2 recent Planning Applications would be notified which were not on the agenda. Cllr. Park declared an interest in this matter.

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

There were no residents present

4. To resolve to confirm the Minutes of the Previous Meeting held on 9th April 2018 (on website)

4.1 Members noted the contents of a letter sent by a resident to Chairman querying the April Minutes, however it was **RESOLVED that the Minutes of the Meeting held on 9th April 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

- o None at date of agenda

6.1 Clerk had circulated 2 applications received 11th May 2018, asking for comments by 28th May. The applications had been added to Parish Council website.

6.2 Cllr. Park withdrew from the meeting at this point.

6.3 Members then discussed Application 3/2017/0079 3 Main Street, to which no objections were raised at this stage. Members also discussed 3/2018/307, Lower Monubent Barn, again no objections were raised at this stage.

7. To receive and consider Parish Lengthsman's Report: to consider and approve additional work to painting railings near Copy Nook

7.1 No report had been supplied in Lengthsman's absence

7.2 Members noted that painting of railings had been raised at April meeting and it was

RESOLVED that Parish Lengthsman be instructed to paint the railings at Copy Nook corner when time other commitments and weather permit.

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, residents' request for update and any actions for approval regarding flooding at Acresfield Corner, Grunsagill

Clerk reported that Cllr. Holt had received a response from LCC Highways who will meet on site in approximately two weeks to discuss re-location of SPID. There had been no response on the other matters. Members wished to attend the site meeting when further queries could be aired and Cllr. Holt was asked to contact members with date & time.

9. To consider and approve any actions for any additional defibrillator provision

9.1 Since Cllrs. Foster & Wilson were not present, there was no update on suggested siting for additional defibrillator.

9.2 Cllr. Clements informed that electrician has access to Information Centre & will re-locate defibrillator. When this has been achieved, North West Air Ambulance & Emergency Services will need to be informed.

10. To consider whether a Working Party should be set up to report on the General Data Protection Regulations, effective 25th May 2018 and Lancs. Association of Local Councils Conference 28th April 2018 : Clerk will update

10.1 Members again discussed this matter & were informed that an amendment to the Act of Parliament has been passed that it is not mandatory for each Parish Council to register a Data Controller. However, each Parish Council

must comply and it was therefore agreed that Clerk should seek further guidance from Lancs. Association of Local Councils.

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

10.1 Clerk was asked to research such a policy, following the previous discussion at Item 10.1 Members were informed that all advice is that personal email addresses are not to be used for Parish Council business.

12. To consider and approve any response to Community Transport Consultation & Consultation on Street Lighting

12.1 Cllr. Sherras informed members of The Little Green Bus consultation and that their representative had been to Westminster to discuss the scheme with the Minister. Members expressed appreciation of the service and the Consultations were noted.

13. To consider and approve any response regarding WW1 Commemoration events across the Parish

13.1 Members noted that individual villages had not had an update from Pageant Master, which Clerk was asked to chase up.

13.2 Bolton by Bolton are arranging a "Flame" display (rather than a Gas Beacon) at 7.00pm on 11th November 2018, followed by refreshments in the Village Hall, possibly holding the Senior Citizens' Party in the afternoon and hoping to ring the bells in the evening.

14. To consider and approve any further training requirements (Clerk has circulated LALC details)

14.1 Members considered there were currently no training needs identified.

15 To consider and approve to request of Ribble Valley Borough Council the removal of recycling bins from Information Centre Car Park, Bolton by Bowland

15.1 Members had raised this matter at April Meeting. During discussion, members emphasised their appreciation for the quality of the Household Recycling Collection by Ribble Valley Borough Council, which rendered the bins to be redundant; further that litter and inappropriate use was causing an issue, also limiting car park spaces and it was **RESOLVED Clerk to request the removal of all recycling bins from the Information Centre Car Park.**

16. To consider and approve all Annual Return matters in sequence relating to Audit Regulations, following Internal Audit.

16.1 Clerk had circulated the relevant documents by email for members to consider. She explained that these are not for public domain or publishing until External Audit procedures are complied with. She confirmed that she had met with the Internal Auditor who had raised no issues following his inspection of books and records, then signed off his Report. It was then

RESOLVED that the Internal Audit Report be approved and the Dates for Exercise of Public Rights be approved between 4th June 2018 and 13th July 2018

16.2 Members were informed that there were no changes to the Assets Register, except that the value of Defibrillators had not been at replacement value, but Community Value of £1 each. This was now amended and **RESOLVED that the Amended Assets Register be approved**

16.3 Clerk went through the Annual Governance Statement with no queries and members then **RESOLVED that the Annual Governance Statement be approved and signed.**

16.4 The Accounting Statements were then discussed, with the Explanation of Variances. A query was raised that Line 7 of Variances was not stated which was requested to be amended. Following this amendment, members **RESOLVED that the Annual Accounting Statements be approved and signed. Clerk will then submit Reports to External Auditors.**

17. Accounts

a. To approve Bank Balance

17.1 Bank balance was reported by Clerk as £35,972.40 which included £20,421.00 Precept for 2018/19

b. To consider and approve insurance renewal with Zurich Insurance

17.2 Clerk had submitted a full asset register and the amended premium was £257.60. the previous, approved cheque had been returned by insurers.

c. To approve Invoices for payment with details since April meeting

17.3 Invoices for approval were submitted as follows:

Zurich Insurance REPLACE 100827)	£257.60	Cheque 100830
Lancs. Ass. Of Local Councils	£153.27	Cheque 100831
Internal Auditor	£200.00	Cheque 100832
Sawley Village Hall (March meeting)	£15.00	Cheque 100833
Bolton by Bowland Village Hall (April)	£20.00	Cheque 100834
Emango Domain renewal 2 yrs	£40.00	Cheque 100835
Parish Clerk (April net salary)	£131.80	Cheque 100836

RESOLVED that the above invoices be approved for payment

d. To consider and approve an application to Ribble Valley in Bloom Grant for RAF 100 planting in Tosside

17.4 Chairman explained to members that residents wished to plant a flower bed in RAF colours, with two metal sculptured planes. There would be some volunteer labour involved, however total cost was anticipated to be in the region of £300 and it was then

RESOLVED Chairman & Clerk to liaise and submit an application to Ribble Valley in Bloom

e. To consider and approve that Clerk in future has Delegated Powers to apply for grants on Parish Council's behalf

17.5 Clerk explained that currently there were no delegated powers for an application as approved at Item 17.4. Members considered this and then

RESOLVED that Clerk has Delegated Powers to apply for grants to Parish Council, as and when appropriate

f. To consider and approve any donation to Citizens Advice Bureau

17.6 Clerk had circulated an email request for funding. Members were informed that there had been a previous donation under Section 137 of £100 in October 2016, but none since. Following discussion it was

RESOLVED that a donation of £100 be sent to Citizens Advice Bureau, using Cheque 100837, under Section 137

g. To consider and approve and Grant to be made to Bolton by Bowland Village Hall – application had been circulated by email to members

17.7 Members discussed the grant application for £1000 towards the cost of catering equipment. Cllr. Clements declared his interest as the Parish Council representative to the Village Hall Committee. Members were aware that improvements were necessary in Bolton by Bowland Village Hall kitchen, but were also aware that the other village halls had not submitted an application. Under the Parish Council's Grants Policy members were reminded that any grant must conform to Parish Council's Powers to spend. Clerk was asked to send a further Grants Application to Sawley & Tosside Village Halls. Following discussion it was then

RESOLVED that £1000 grant be awarded to Bolton by Bowland Village Hall Committee towards catering equipment costs using Cheque 100838

18. To receive reports from meetings**a. Ribble Valley Borough Council Report by Borough Councillors Elms & Sherras**

18.1 Cllr. Sherras reported a greater initiative towards Neighbourhood Watch schemes is being considered, with increased support from Police. He also reported the proposed relaxation on the transport requirements for rural businesses which may have an impact on planning considerations..

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

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

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

Cllr. Was not present due to other meeting commitments and had not sent any Report

19. Matters brought forward by members**a. To consider and approve that Parish Response to recent planning application 3/2018/0061 be published on the Parish website**

19.1 Members were informed that Clerk had emailed Ribble Valley Planning Officer to request the Response approved at March meeting be added to Ribble Valley website, without success. It was then discussed and **RESOLVED that the additional comments sent following March meeting be added to Parish Council website**

b. Chairman will update members on a Confidential Matter, following April Parish Council Meeting

This related to residents who had attended and asked for support. Following clarification with Ribble Valley Officers, no further action was approved at this stage

c. Chairman had received a letter of complaint from a resident against the Clerk

19.3 This was considered a Staff Matter therefore confidential & sensitive; Clerk & Cllr. Sherras left the meeting. There were no members of the public or press in the meeting and no recordings being made.

Members discussed the letter, which had been circulated to members, but not seen by Clerk. Following the discussion it was

RESOLVED Chairman to draft a response, to be circulated by Clerk to members for approval before the response be sent to the resident.

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

Chairman had also received a letter that day from Cllr. Walsh, which could not be considered as it was not on the agenda

Date of next Meeting Monday 11th JUNE 2018 scheduled for Sawley Village Hall as Tosside Trustees have a meeting that evening

Members were thanked for their input and Chairman closed the meeting at 9.45 pm