

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 2nd SEPTEMBER 2019 at TOSSIDE COMMUNITY LINK,
commencing at 7.30 pm**

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

Also in attendance; 15 residents & the Parish Clerk

Chairman welcomed all to the meeting, explained that any form or email requesting contact details was separate from Parish Council and that Parish Council is bound by General Data Protection Rules.

It was confirmed that no one was recording the meeting.

1 To receive and approve apologies for absence

1.1 Apologies as noted in the agenda were amended, as Cllr. G. Curry was in attendance. Apologies had been received from RV Borough Cllr. R. Elms & it was

RESOLVED that these apologies be accepted and approved

2 To receive declarations of pecuniary or personal interest

2.1 Cllrs. G. & C. Curry declared an interest in Item 5, Planning Application 3/2019/0645 & took no part in any discussion on that item.

2.2 Cllr. Twist had been informed that residents wished to address the meeting in public session on a matter regarding land at Southport House and she wished to declare an interest in such an item, and would take no part in any discussion.

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

Public

3.1 Chairman invited members of the public to address the meeting, limited to 3 minutes per person, at his discretion.

3.2 A resident then addressed the meeting to explain the concerns regarding the potential imminent closure of Slaidburn Health Centre. It was seemingly due to financial shortage but would have a significant effect on all health services for the wider community. Concern was expressed regarding the future, even if the current threat could be put off and all were asked to support initiatives to ensure the Health Centre's survival, as it is a vital rural service.

3.3 A Holden resident spoke to explain the concerns of some Holden residents regarding the additional information submitted to Ribble Valley Planning Dept. regarding the recent application at Holden Clough Nursery. He had previously supplied his explanations, and photos, which had been circulated to Parish Council by email.

3.4 Two Sawley residents addressed the meeting. They had recently purchased the site of former chicken sheds adjacent to Southport House, Sawley. They wished to seek views regarding a possible planning application for two family houses for their own use. This would be their preferred option, but they were aware of the current approved planning consent for holiday lodges. Chairman explained that Parish Council could consider an application when it had been submitted to Ribble Valley Planning Dept.

4 To resolve to confirm the Minutes of the Extraordinary Parish Council Meeting, held on 16th July 2019 (circulated & on website)

4.1 The Minutes of the Extraordinary Meeting of the Parish Council held on 16th July 2019 had been circulated. Following the correction to amend the apologies for Cllr. Holt (who had been present & this was therefore incorrect) it was

RESOLVED that the Minutes be accepted and approved, Chairman initialled the amendment & signed the minutes.

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

FOR INFORMATION ONLY

• **Any update following comments sent re: 3/2019/0588 Holden Clough Nursery, Bolton by Bowland BB7 4PF**

5.1 Members discussed the additional information regarding the application, noting the resident's comments but considered that no further comments should be submitted

• **Members to note that Clerk has submitted Concurrent Functions Grant to RVBC**

5.2 Concurrent Functions Grant submission was noted

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

- **3/2019/0623 - Wheatley Farm, Gisburn Road - agricultural building - Members to note that permission is not necessary**
- **3/2019/0645 - Copy Nook Farm, Bolton by Bowland - porch & single storey extension**
- **3/2019/0660 - signage North of B6478, Tosside - Craven DC application 2019/26027/ADV - Withdrawn**
- **3/2019/0718- Monks Lodge, Sawley - tree works front garden**

6.1 The above applications had been circulated to members. Following publication of Agenda, Clerk had also circulated application 3/2019/0768/0769 11-13 Main Street, Bolton by Bowland and it was

RESOLVED that no objections be submitted for any of the above applications.

6.2 A number of residents thanked Council for their attention & then left the meeting.

7. To receive and consider Parish Lengthsman's Report since July Parish Council meeting (previously circulated)

7.1 Parish Lengthsman's Report had been circulated and it was

RESOLVED that the report be accepted and approved

8. To consider and approve any actions regarding the provision & emptying of dog waste bins

8.1 Clerk reported on the email received regarding her query to RV Environmental Health, that no additional dog waste bins would be provided by Borough Council, but bagged dog waste could be placed in both domestic and commercial waste bins. Members discussed options, but no actions were resolved to take place at the present time.

9. To consider and approve any actions regarding Himalayan Balsam control

9.1 Members discussed the problems of this weed invasion and Clerk was asked to put this item on an agenda for March in order to consider recruiting volunteers to pull the weeds prior to setting of seed.

10. To consider and approve the future installation of Signage for Sawley Village

10.1 Cllr. Foster brought this item to members' attention. He explained that the cost could be met via precept as a Village Enhancement. He agreed to bring forward various designs in a choice of materials to a future meeting.

11. To consider and approve any further action regarding Highways Matters including resident's concerns regarding speeding (letter from N. Evans MP & poster circulated)

11.1 Members had seen the letter from Nigel Evans MP regarding no further actions at A59 Sawley junction and were sympathetic to recent complaints from a holiday cottage visitor. It was however noted that the National Speed Limit is set for most of the roads across the Parish.

12. To consider and approve any actions regarding Police Crime Commissioner Community Champion

12.1 The request had been circulated by email & the contents were noted.

13. To consider and approve any Working Party recommended amendments to Financial Regulations / Risk Assessment

13.1 This matter was considered under Finance at Item 16g. of this agenda.

14. To consider and approve any actions regarding Sawley Abbey site & English Heritage Curator's Report (if received)

14.1 Clerk had received an email from English Heritage stating that the draft Field Archaeologist Specialists report was under consideration, as were any temporary measures for protection of the stones over Winter 2019/20. Any interested visitors were welcome at Helmsley on either Wednesday 18th September at 3pm, or Friday 20th September at 10.30am. No one expressed an interest in a visit.

15. To consider and approve that all PC members receive prior notice of all Working Party meetings

15.1 Cllr. Glover requested that all Parish Councillors be notified of any Working Party meetings. The difference between the process for Committees and Sub-Committees as opposed to Working Parties was explained and it was agreed that Clerk will in future notify all Parish Council of any Working Party Meetings.

16. Accounts

16.1 To approve Bank Balance £36, 107.71

16.2 To consider and approve the External Auditor's Report for the year to 31 March 2019 (if available)

16.3 To consider and approve any grant payment to Sawley Village Hall (request for £1000 towards decoration circulated)

16.4 To consider and approve payments for invoices to date of agenda & any others received pre meeting;

Parish Lengthsman £1,015.00 03.07.19 to 15.08.19

BxB VH hire of room £25.00

Clerk net salary July & August £337.00

16.5 To consider and approve purchase of wreaths for Remembrance Day in each village (£87.50 in 2018)

To consider and approve purchase of plants for Tosside Community Hall (£47.00 in 2018)

16.7 To resolve to confirm the discussion at Extraordinary Meeting held on 16th July, that no changes be made at this time to Parish Council's Financial Regulations.

16.8 To discuss whether any change to Standing Orders regarding payments between meetings to be appropriate (Members to note that this is a discussion item, for inclusion in a future agenda as a motion)

16.a Members noted the bank balance of £36,107.71

16.b External Audit Report was awaited

16.c An application for £1000 to assist with internal decoration of the Hall had been received from Sawley Village Hall. Members discussed the application, particularly as only one quote had been received. The number of required quotes was not specified in the Council's Grant Application Pack. Following discussion it was **RESOLVED that Grant payment of £1000 be approved and Clerk amend the Grant Application to include a specification for at least two quotes for grant application works. This to be approved by Parish Council prior to use and circulation to each Village Hall Committee for information, prior to any subsequent application.**

16.d The following invoices were brought forward for approval:

Parish Lengthsman Invoice 3	£1,015.00	Cheque No 100906
B x B Village Hall room hire 16.07.19	£25.00	Cheque No 100907
Parish Clerk net salary July & August	£336.80	Cheque No 100908
Tosside Community link hire 02.09.19	£15.00	Cheque No 100909
Sawley Village Hall grant 2019.20	£1,000.00	Cheque No 100910

RESOLVED that the above payments be approved for payment, cheques signed by Cllrs. Fortune & Whitwell.

16.e Members discussed the provision of a Remembrance Day wreath for each village. Clerk informed members that a 17" Commemorative 75th Anniversary of D Day Wreath would cost £30.00 each + £5.00 each delivery & is was **RESOLVED that 3 wreaths be approved for purchase, Clerk to liaise with Chairman regarding delivery.**

16.f Chairman read a letter from Tosside Community Link in thanks for the planters which had been much appreciated by residents and visitors alike. Members discussed purchase of plants for autumn & winter and, following discussion it was

RESOLVED in principle that a budget of up to £100 per village (i.e. a total of £300.00) be approved for the purchase of plants & bulbs for the villages.

16.g Members had considered, at the Extraordinary Meeting held on 16th July 2019, that no changes were to be made to Financial Regulations at this time, but as this had not been an agenda item at that meeting it was now **RESOLVED that no changes were to be made to Parish Council's Financial Regulations at this time.**

16.h Members had been made aware of the issues currently arising due to the lack of delegated powers for payments in excess of £200 to be made between meetings, which was considered to be unacceptable. Members discussed various considerations and were then asked to consider better options in order to change Standing Orders and to submit motions to Clerk at least two weeks prior to November meeting for inclusion on November agenda as a discussion item (due to a number of Councillor absences at October meeting) for possible approval of Standing Order changes at December meeting.

17. 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

17.1 No reports had been received from Borough Council, nor Area of Outstanding Natural Beauty

18. Matters brought forward by members. NOTE THAT ANY OTHER MATTERS ARE FOR INFORMATION ONLY

18.1 Members noted the recent surgeries held by Nigel Evans MP when the main concern had been the future of Slaidburn Health Centre. This subject had been taken forward by M.P. who was to invite Secretary of State for Health & Social Care, Matt Hancock to visit the Centre. Members noted that the closure had been threatened on a 2 year cycle, over the past 6 years.

18.2 Cllr. Foster brought the Bank Mandate to members' attention. Clerk had received a letter from Barclays confirming mandate changes had been made, however the letter did not clarify whether former Councillors Clements, Walsh & Willock, in addition to previous Cllr. Porter were still on the mandate. Clerk was to consult with Barclays and liaise with Cllr. Foster.

19. To consider and approve any actions following a recent email sent to members by Parish Clerk.

Members will note that, as this is a matter regarding Staff, members of the press & public are to be excluded from the meeting for this item

19.1 Chairman directed, as per the agenda that press & public be excluded from the meeting. The residents remaining at this point of the meeting were thanked for their attendance and all subsequently left.

19.2 A discussion then took place regarding an email in letter format which Clerk had circulated to members requesting approval. This was considered to be acting outside instruction and Clerk was asked to restrain from such actions in future. There were several minor errors in Clerk's work for which she had apologised and members asked for improvement.

20 .Date of next Meeting Monday 7th October 2019 scheduled for Bolton by Bowland Village Hall

Chairman thanked all for their attendance & closed the meeting at 8.55pm.