

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 2nd JULY 2018 at TOSSIDE VILLAGE HALL, commencing at 7.30pm**

Present: Cllr. A. Clements (Vice Chairman), C. Curry, L. Holt, E. Twist, E. Moorhouse, M. Walsh, I. Willock
Also in attendance ; 2 residents, Borough Cllrs. R. Elms & R. Sherras, and the Parish Clerk

Vice Chairman welcomed all to the meeting and took the Chair due to Chairman's unforeseen absence.

1 To receive and approve apologies for absence

1.1 Apologies had been received from Cllrs. H. Fortune (power cut & fire in area), A. Foster, R. Park & P. Wilson & it was

RESOLVED that these apologies be accepted and approved

2. To receive declarations of pecuniary or personal interests There were no Declarations made

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

3.1 Both residents expressed concerns and sought Council support for their objections to Planning Application 3/2018/0523. Particular concerns were regarding the lack of access as there is no room for 2 cars to pass on the narrow lane. Residents considered the Historic Survey submitted to be less than comprehensive. Note was made that CWS Farms were recorded as owner on application form, but William Dent on RVBC Planning portal.

It was then resolved that Chairman close Public Session & bring forward Item 6 of Agenda

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

- **3/20180523 – Fooden Old Hall Farm, Fooden Lane – Conversion of Barn 1 to dwelling – re-submission of previous 3/2018/0005 by different applicant**

6.1 Members discussed the application and noted both the residents' concerns and the objection submitted by Parish Council against the previous application 3/2018/0005, of which this was a resubmission. It was then

RESOLVED that Clerk submit an objection, reiterating the concerns expressed about the previous application with particular note to be made of lack of access to actual site as no passing points, the need for a robust historical survey and the request that any conditions regarding Highways matters include the works to be carried out prior to any development work starting. The residents thanked Council and left the meeting.

4. To resolve to confirm the Minutes of the Previous Meeting held on 11th June 2018 (on website)

4.1 The Minutes of 11th June 2018 had been circulated, were available on Parish Council website and is was

RESOLVED that the Minutes of Parish Council Meeting held on 11th June be confirmed and approved

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

There were no matters arising which were not covered elsewhere on the agenda.

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

- **3/20180523 – Fooden Old Hall Farm, Fooden Lane – Conversion of Barn 1 to dwelling – re-submission of previous 3/2018/0005 by different applicant** This matter had been considered and resolved

6.2 Clerk updated members with decisions of recent planning applications

3/2018/0074 - Burnridge School House REFUSED

3/2018/0240/0358 – 5/7 Gisburn Road REFUSED

3/2017/0729 – 3 Main Street APPROVED

3/2018/0307 – Lower Monubent Barn APPROVED

3/2018/0396 – Holden Clough Nursery TO GO TO COMMITTEE possibly 02.08.18 or 05.09.18

3/2018/0493 – Big Holme Farm DECISION AWAITED

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

7.1 Parish Lengthsman's Report was read out which included installation of the new bench in Sawley and it was

RESOLVED that the Report be received and approved

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 including an update regarding flooding at Acresfield Corner, Grunsagill, (circulated)

8.1 Cllr. Holt reported on the recent site meeting held with A. Cox of LCC Highways. Highways agreed to move SPID pole to a point above 20mph limit near Bolton by Bowland School, however no timeframe for this was set. Clerk was asked to contact Lengthsman to trim grass verge in preparation.

8.2 Clerk had circulated an update from LCC Highways that drainage work is to be investigated for improvements at Acresfield corner, again no timeframe has been given.

9. To consider and approve any actions for any additional defibrillator provision in Gisburn Forest area.

9.1 Cllr. Wilson had been in contact with United Utilities who expressed support for an additional defibrillator at Gisburn Hub. Members were informed that, due to the delay in decision making, the Cycling Club were supporting First Responders instead, but may possibly have future funds to support the defibrillator. Following discussion it was agreed that Clerk should liaise with Cllr. Wilson, then approach both United Utilities and the Café to seek financial support for the initiative. The budget for the project would need to be approximately £1500 + VAT, and £400 had been received as a donation.

9.2 Members were informed that the defibrillator in Bolton by Bowland has been re-sited to the Village Hall, North West Air Ambulance have been notified that the change had taken place and they have updated their system.

10. To consider and approve any actions following Grant Application to Ribble Valley in Bloom for RAF 100 display at Tosside including any financial support for this by Parish Council

10.1 Members had viewed the RAF 100 planting, with metal planes outside Tosside Village Hall, with the new War Memorial. Chairman had received the letter confirming £182.00 financial support from Ribble Valley in Bloom Grant. Volunteers had subsequently carried out the work, which was much admired & photos had been taken. It was then **RESOLVED that Clerk send thanks to RV in Bloom, acknowledging and claiming the grant and circulate a short article for addition to Parish Council website and that the volunteers be thanked and complimented on their work** **RESOLVED that £220.00 be approved for the cost of the plants.**

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 recently circulated a Draft Policy, hard copy given to Cllrs. Moorhouse & Walsh for consideration. Comment was made that the last paragraph be changed to Data Controller and members were reminded that it was mandatory for Parish Councils and Councillors to ensure compliance with the Regulations.

11.2 Members considered the need for an email address each within overall control of Parish Council, since all were aware that personal email addresses should not be used for Parish Council business. Members then **RESOLVED that all personal email addresses be removed from Parish Council website and that this in future state that all emails be sent to Clerk who will contact individual councillors as and when appropriate.** **RESOLVED that members will fully consider the Draft Data Protection Policy prior to September Parish Council Meeting, when it will be an agenda item.**

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

12.1 Members were informed that Appraisal Working Party had discussed this matter and recommended that any salary review should be backdated to early July, however it was accepted that no review could take place until Item 18 of this agenda was fully resolved.

13. To consider and approve meeting venues – members to note that the cycle would mean meeting at Tosside 14th May 2019, which will clash with Trustees.

13.1 Clerk read out suggested meeting dates and venues for the coming year, concluding with Monday 13th May 2019, the same night as Tosside Trustees meet, which members agreed to. This will be the new Parish Council, following Local Elections. Clerk will confirm and circulate details once finalised with Bolton by Bowland Village Hall.

14. Accounts

a. To approve Bank Balance

14.1 Bank Balance was reported as £32,526.92

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

14.2 Invoices for approval were

Bolton by Bowland Village Hall May meeting	£20.00	Cheque 100844
T. Taylor June net salary	£131.60	Cheque 100845
T Taylor Expenses to 02.07.18	£130.65	Cheque 100845
HMRC PAYE to 05.07.18	£55.00	Cheque 100846
Parish Lengthsman inv. 72	£954.29	Cheque 100847
H. Fortune for Oaktree Nursery RAF100 plants	£220.00	Cheque 100848

RESOLVED that the above cheques were all approved for payment, cheques duly signed by Cllrs. Walsh & Willock

c. To consider and approve any Grant to be made to Sawley or Tosside Village Halls

14.3 A grant application had been received from Tosside Community Link requesting £1000 towards replacement audio equipment; the application had been circulated by email. Members considered the application & were supportive in principle, however more details of the project with 2 quotes were felt necessary for public funds. Clerk was to contact Treasurer to request further information for September Parish Council meeting

14.4 Clerk reported that, despite several email reminders with grant application form, she had not received any application from Sawley Village Hall. Cllr. Twist & Cllr. Foster had separately spoken with Village Hall Trustees to remind them. Clerk was asked to send a further email with application form.

15. To receive reports from meetings

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

15.1 Cllr. Sherras reported that HED Examiner would not now report until November, and further housing allocation may be needed elsewhere in the Borough. The Dog Control Order previously trialled in Whalley has now been extended to the whole Borough. Private Play Areas may now post up their own dog exclusion signs, official notice will be forthcoming.

b. Ribble Valley Parish Council Liaison Meeting Report– 21 June meeting - Cllrs. Fortune & Twist

15.2 Cllr Twist reported that there are 2 policing sergeants and another who deals with long-standing cases.

The police have a drugs dog which has recently been used in Clitheroe and Whalley. There is currently a problem with antisocial behaviour being exhibited by young people in Longridge.

Cllr. Twist informed members that Borough Cllr. White had outlined Remembrance Day events planned across the Borough, which had included all those in the Parish. Clitheroe Castle may be lit up, this was not confirmed.

Work will hopefully soon start on Pendle Road / A59 roundabout, which will last for approximately six months and will cause serious disruption.

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

15.3 Cllr. Elms reported that Over Wyre are to host a Hay Meadow Walk, and that, due to recent moorland fires caused in part by the extremely dry conditions, some fells in Skipton area have now been closed to the public. Currently no land in the Parish had been closed, however members were informed that a wire break in the Forest had caused a fire and power cuts that day, with fire crews in attendance.

16. To consider and approve any actions following request to bank for copy cheque

16.2 Clerk informed members that, following obtaining 2 authorised signatures for a letter, she had taken this into bank branch on 18th June. This request would be forwarded to Central Processing, but she had no response as yet.

17. To consider and approve any actions following letter received from AONB/ Champion Bowland

17.2 Clerk had received a copy letter from Champion Bowland in response to telephone queries made to Champion Bowland by Cllr. Walsh. Members again confirmed that £840.00 claimed as volunteer time for the Champion Bowland Grant had not been paid out to any person, and the grant had all been paid into Parish Council account.

Cllr. Elms explained that Champion Bowland Fund has now closed. Following further discussion it was

RESOLVED that no Councillor request information from outside bodies and Councillors were again reminded that any questions must be asked through the Parish Clerk, not individually.

19. Matters brought forward by members

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

19.1 This item was brought forward by members agreement, to be dealt with whilst Borough Councillors were

present.

19.2 A request had been received towards a floral display in St. Peter & St. Paul's Church as part of Open Gardens weekend. This is traditionally agreed at £30 under Section 137 & will be part of September agenda.

19.3 Members were informed that the replacement bench in Sawley has been fixed, photos will be uploaded to Parish Council website. Lengthsman had made special efforts to alter flags etc in order to fix the bench & had applied preservative, for which members expressed thanks.

19.4 A complaint had been received by a Parish Councillor that children were playing on Stocks Green, however there were differing views on this, and the matter was considered to be on land not under Parish Council control.

18 To consider and approve the response to letter to Chairman from a resident dated early May and any recommendations from Complaints Panel meeting

Members to note that they may consider this matter to be confidential and sensitive and MUST be so if it concerns a member of Staff. If it is considered to be sensitive & confidential, members may resolve to exclude Press & Public and no recording of that item of the agenda.

18.1 **RESOLVED that Press & public be excluded from the meeting, due to the sensitive and confidential nature of this item.** Borough Councillors Elms & Sherras duly left the meeting.

18.2 Parish Clerk gave a report regarding the process necessary, her advice on the process with time frame using Parish Council Complaints Procedure and also left the meeting.

18.3 Members received a preliminary report from the Inquiry Panel, who stated they were seeking advice on the matters arising from the complaint. The Inquiry Panel recommended a simplification of the wording of the previously approved and signed Minute 18.1 of the 9th April 2018 Parish Council meeting. It was proposed that the minutes should now read **(18.1 April 2018) "Chairman then explained to members that he had received a letter from a resident. This was concerned with a number of issues, which were noted.**

(18.2 April 2018) Regarding an investigation, which has led to a complaint of an alleged Breach of Data Protection. Parish Councillors were asked whether they had been the source of the Breach of Data, which all denied. Clerk confirmed that she had not divulged details. Two Parish Councillors had sent apologies for the meeting and it was therefore

RESOLVED Clerk consult with two absent Parish Councillors, then send a draft response by email for Councillors to agree before emailing the response to the complainant."

RESOLVED that this amended version of the previous approved April minutes be accepted and although Parish Council cannot change those Minutes, that this amendment be made clear both with the April Minutes and with a reference on the Parish Council website.

18.4 Clerk returned to the meeting & was informed of the resolution. She was asked to contact the Parish Council's insurers as a matter of urgency, and due to the nature of the complaint, ask that they contact Chairman only. Members then discussed the confidentiality of the matter and the necessity to confirm the legal position of the Parish Council ; it was

RESOLVED that confidentiality was to be completely maintained and members were not to disclose any matters regarding the complaint to the public domain, nor to discuss it with members of Complaints or Appeals panels until asked to do so.

20. Date of next Meeting Monday 03 September 2018 scheduled for Bolton by Bowland Village Hall

Members were thanked for their input and Vice Chairman in his role as Chairman closed the meeting at 9.53 pm