

**MINUTES OF THE MEETING OF  
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 2<sup>nd</sup> MARCH 2020 at SAWLEY VILLAGE HALL,  
commencing at 7.55 pm, following the ANNUAL APRISH MEETING**

**Present: Cllr. H. Fortune (Chairman) Cllrs. C. Curry, A. Foster, D. Glover, L. Holt, E. Twist, K. Whitwell & P. Wilson**

**Also in attendance; 5 members of public, Parish Lengthsman & the Parish Clerk**

Chairman welcomed all to the meeting and noted that a Councillor was recording the meeting.

**1 To receive and approve apologies for absence**

1.1 Apologies had been received from Cllrs. G. Curry, R. Park & S. Whittaker, also from Borough Councillors R. Elms & R. Sherras and it was

**RESOLVED that those apologies be accepted and 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)**

There were no comments from members of the public.

**4 To resolve to confirm and approve the Minutes of the Parish Council Meeting, held on 2<sup>nd</sup> December 2019 (circulated & on website) and to confirm and approve the Minutes of the Parish Council Meeting held on 3<sup>rd</sup> February 2020 (circulated & on website)**

4.1 It was resolved that a named vote be taken for this item

4.2 Two Members raised a query regarding Minute 10.1 of the December amended Minutes and this was discussed. The Amended Minutes of the Meeting held on 2<sup>nd</sup> December were then

**RESOLVED to be approved ; In Favour Cllrs. Fortune, Holt, Twist, Whitwell & Wilson.**

**Against ; Cllrs. Foster & Glover**

**Abstentions : Cllr. C. Curry who had not been present at December meeting**

4.3 Minutes of the Meeting held on 3<sup>rd</sup> February 2020 had been circulated and it was then

**RESOLVED to confirm and approve the Minutes of the Meeting held on 3<sup>rd</sup> February 2020**

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

5.1 There were no matters arising from the Minutes.

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

- 3/2020/0111 - Coach House, Main Street BB7 4NW - removal & replacement of stone slates, changing to breathable membrane

- 3/2020/0117 - Holden Green Farm Barret Hill Brow BB7 4PG - porch extension to front, orangery to rear of farmhouse; extend house into barn & convert barn into 2 holiday cottages

- 3/2020/0152 - Nook Cottage Hellifield Road BB7 4NS - fell pine tree

- 3/2020/0154/0155 - Sedgewicks Farm, Tosside - resubmission of 3/2019/1039/1040, reconfigured

6.1 The above applications had been circulated. Members expressed No Objections to applications 3/2020/0111, 3/2020/0117, 3/2020/0154/0155, however Clerk was asked to enquire further regarding ownership of the tree on Application 3/2020/0152, as Parish Council wished to enhance the number of trees in the Parish, rather than reduce. She was asked to report to members for their further consideration of this application.

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

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

**RESOLVED that Parish Lengthsmans's Report be approved.**

**8. To consider and approve any actions to commemorate VE Day 75<sup>th</sup> Anniversary on Friday 8<sup>th</sup> May 2020 and any details for arrangements to site and plant 2 specimen trees in each village.**

8.1 Bolton by Bowland War Memorial Committee had agreed that 2 trees should be planted in the War Memorial Gardens ; Oak & Ash were the preferred species.

8.2 Tosside Community Link had agreed that two trees be planted in the new Car Park Area, species not yet determined

8.3 Sawley Village Hall Committee was to meet on 3<sup>rd</sup> March and their response was awaited.

8.4 Members considered that the trees should be actually planted without delay, in the dormant season, with an official ceremony on the appropriate day. Plaques were to be given further consideration on type, cost &

wording. This was for April Parish Council agenda.

**9. To consider and approve the installation of a further defibrillator in Bolton by Bowland village, possibly sited near Forest Becks**

9.1 Members discussed various options and Cllr. Holt agreed to look into the possibility of installation at Middle Flass.

**10. To consider and approve any actions for support towards broadband provision across the Parish.**

10.1 Clerk was dealing with registration at Parish On Line & would update members in due course.

**11. To consider and approve any further actions regarding the complaint to LCC Cllr Iddon concerning potholes & eroded road surface in the Parish, particularly Sawley Road, and Gisburn Road, Bolton by Bowland.**

11.1 An email response from Cllr. Iddon has been circulated to members. Clerk was asked to again contact Cllr. Iddon, pointing out the misunderstanding of the exact location and to send two letters, one for Sawley area and one for the edge of the Gisburn Road at the Parish boundary, copying the letters to Nigel Evans MP, to Gisburn Parish Clerk & to LCC Cllr. Atkinson.

11.2 Cllr. Twist informed the meeting of a web link "Fix My Street" and Clerk was asked to circulate the link.

**12. To consider and approve any sites and actions for additional tree planting in the Parish.**

12.1 A discussion document from Cllr. Twist had been circulated and this item had been deferred from February meeting. The Rotary Club wish to plant trees and are seeking sites. Members agreed that Cllr. Twist could create and circulate a poster to promote this initiative and she would speak to Ribble Valley Tree Officer.

12.2 Members noted that trees within grass verges were dying. Clerk was asked to contact LCC to seek replacement trees.

**13. To consider and approve any entry to be made to Lancashire Best Kept Village Competition**

13.1 Details for this competition had been circulated but no entry was to be made this year.

**14. Accounts**

**a. To approve Bank Balance £31,005.67**

**b. To consider and approve payments for invoices to date of agenda & any received pre meeting:**

Parish Lengthsman	£	Details awaited -Jobsheet & invoice will be circulated
Clerk net salary February	£168.50	exact figure will be confirmed at meeting
Clerk's expenses to date	£91.28	

**c. To consider and approve arrangements for the review of Parish Lengthsman's Contract including hourly rate**

**d. To consider and approve arrangements for Parish Clerk's Annual review, including pay scale**

14.1 The Bank balance was noted at £31,005.67

14.2 Invoices presented for approval were as follows:

CANCELLED Cheque	£0.00	Cheque 100928
E-mango website support to 18.02.2021	£345.60	Cheque 100929
Parish Lengthsman to date	£434.00	Cheque 100930
Parish Clerk February net salary	£168.50	Cheque 100931
Parish Clerk's expenses to date	£91.28	Cheque 100931

**RESOLVED that the above payments be made; cheques were signed by Cllrs. Fortune & Whitwell**

14.3 Following discussion including that Parish Lengthsman was to be asked to submit a list of tasks usually carried out, it was

**RESOLVED that Chairman, Cllr. Glover & Clerk meet with Parish Lengthsman to carry out a review of his contract in late March and report to April Parish Council meeting.**

14.4 Following discussion, it was

**RESOLVED that Chairman & Cllr. C. Curry meet with Clerk to carry out her Annual Appraisal & report to April Parish Council meeting.**

**15. To consider and approve any statement for publishing on the website regarding Government Guidance on Parish Council Website Accessibility**

15.1 Cllr. Foster circulated an Accessibility Statement for consideration at April meeting. He confirmed that all parts of Parish Council website could be accessed using a smart phone.

**16. 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**

**c. Ribble Valley Borough Council LALC Liaison Meeting 12 February - Cllrs. Fortune & Twist**

16.1 There was no report from Borough Councillors

16.2 There was no report from Area of Outstanding Natural Beauty

16.3 Cllrs. Fortune & Twist had sent apologies to LALC Liaison Meeting. Clerk reported on the meeting, including that an Approved Contractor list was to be compiled for members to share contacts and knowledge generally.

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

17.1 Clerk had circulated an email showing Remembrance benches, but no action was approved.

17.2 A statement was read by a member which commented on the Duty of Care of the Parish Council towards its employee.

17.3 Members discussed whether, due to the change of date for May Bank Holiday, a change of date for the Annual Parish Council Meeting was appropriate; however it was agreed that the date of Monday 11<sup>th</sup> May remain as the date for this meeting.

**18. Date of next Meeting Monday 6<sup>th</sup> April 2020 scheduled for Tosside Community Link**

**Chairman thanked all for their attendance and input, then closed the meeting at 9.16pm**