

BOLTON BY BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL

MINUTES OF THE MEETING OF 23 JUNE 2025

HELD AT TOSSIDE COMMUNITY HALL AT 7.30 PM

Present: Cllrs A Yates (Chair) H Fortune, L Marsden, S Mitchell, R Veitch, S Whittaker,
P Wilson Clerk and two members of the public

1. To receive and approve apologies for absence

None

2. To receive declarations of pecuniary or personal interest

Cllrs Yates and Marsden declared an interest in item 6 Planning Applications as regards 4 & 5 Brookside. Cllr Veitch declared an interest in item 10 B4RN.

3. Adjournment for public session

None

4. To resolve to confirm the Minutes of the Parish Council meeting held on 20 May 2025

The Minutes of the meeting held on 20 May 2025 were approved and duly signed by the Chair.

5. Matters Arising not covered elsewhere on the Agenda – For Information Only

It was noted that a final decision regarding the location of grit bins would be made when more Council members were present.

6. To consider any response to be made to planning applications

3/2025/0428 Riverside Lodge, Sawley

There were no objections to this application.

3/2025/0356 4-5 Brookside, Holden, Bolton by Bowland

There were no objections to this application but it was noted that an incorrect plan, regarding the front parking area, appeared to have been submitted.

1. 7. Audit 2024/25

- a. To receive the internal audit report for the year ended 31 March 2025**
- b. To consider the Annual Governance report for the year ended 31 March 2025**
- c. To consider the Annual Accounting Statements for the year ended 31 March 2025**

The Internal Audit Report for 2024/25 was received and noted. The Chair drew the attention of the meeting to the following statement made by the internal auditors:

“Whilst Section 3 of the AGAR part 3 is a “yes” or “no” form with no room for any explanation of elaboration, the council has on the whole performed its tasks well. The improvements needed are small and easily rectified and would then bring them fully in line with the regulations. No fundamental discrepancies in the accounting statement was found”.

The meeting considered the Annual Governance Statement and agreed that the following summarised matters could all be answered in the affirmative for the year under review, namely

1. the statement of accounts was prepared in accordance with appropriate regulations
2. there are no matters of actual or potential non-compliance which could have a significant effect on the ability of the council to conduct its affairs
3. there was proper opportunity during the year for the exercise of electors’ rights under appropriate regulations
4. a risk assessment has been undertaken
5. an adequate system of internal audit of the council’s records was maintained
6. appropriate action has been taken on matters raised in internal and external audit reports
7. the council has considered whether any litigation, liabilities or commitments could have a financial impact on the council

The Council agreed that the following summarised matters could not be answered in the affirmative for the year under review, namely

1. an adequate system of internal control was maintained

Reasons for the negative response to this statement were provided as were plans for dealing with the situation going forward.

The Annual Governance Statement was accordingly approved by the meeting and Andrew Yates and Cathy Holmes proceeded to sign the Statement as Chair and Clerk respectively.

The Clerk advised that it was necessary for the meeting to approve the accounts for the period ended 31 March 2025. The accounts were duly approved and signed by Andrew Yates and Cathy Holmes as Chairman and Clerk respectively.

8. Accounts

To approve the bank balance as of 16 June 2025 of £65,347 Approved by all

To consider and approve any invoice payments due:

- | | | |
|---------------------------|---------|--------------------|
| 1. Mrs C A Holmes | £238.80 | May 2025 salary |
| 2. Tosside Community Hall | £20.00 | Room hire |
| 3. Bennett Kirkhope Smith | £900.00 | Internal audit fee |

9. To receive an update on the proposal for CCTV cameras in the village

It was reported that another possible location for CCTV in Tosside was being considered and an approach had been made to the Parochial Church Council for permission to site a pole in the churchyard. A decision was awaited as the PCC were due to meet in late June 2025. It was further reported that the owners of the Coach & Horses pub in Bolton by Bowland were amenable to CCTV being positioned on their building. It was noted that appropriate public consultation exercises would be carried out in both Tosside and Bolton by Bowland and it was suggested that a public meeting be held in Bolton by Bowland in August 2025. Cllr Veitch advised that the Village Hall Committee in Sawley had no objection to cameras being sited on the Hall but that a more appropriate location could be the Spread Eagle Inn.

10. To consider the latest information available regarding the B4RN project

It was reported that the B4RN project had been completed in Bolton by Bowland, was progressing well in Grindleton and that digging was currently taking place in Sawley.

11. Matters brought forward by members – For Information Only

Cllr Yates reported that he would progress the suggestion of rental SpIDs before the next meeting. Councillors were asked to confirm suggested locations for grit bins to Cllr Murphy as soon as practicable. A tree opposite the abbey in Sawley was reported to be rotten and it was suggested that the lengthsman be asked to attend to it in the first instance, but only if he was suitable qualified to do so.

12. Date and venue of next meeting

Monday 04 August 2025 at 7.30 pm in Bolton by Bowland Village Hall