

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 24 AUGUST 2020 at TOSSIDE COMMUNITY LINK,
commencing at 7.30pm.**

Present: Cllr. H. Fortune (Chairman) Cllrs. A. Foster, D. Glover, R. Park, E. Twist, S. Whittaker & K. Whitwell

Also in attendance; 4 members of public & the Parish Clerk

Chairman welcomed all to the meeting which was held socially distanced, all wearing face masks and noted that the Emergency Powers currently in force were lifted for the duration of the meeting.

Chairman then notified all of the recent sad death of Cllr. G. Curry, who had been heavily involved in the Parish & would be sadly missed. Chairman then lead all in the observance of two minutes silence in memory of Cllr. G. Curry. A condolence card was available for members to sign.

1. To receive and approve apologies for absence

1.1 Chairman notified all that two persons were recording the meeting.

1.2 Apologies and the reasons for absence had been received from Cllrs. C. Curry, L. Holt and P. Wilson; and these had been circulated to members. Apologies had also been received from Borough Councillors Elms & Sherras.

1.3 Members then considered the reasons for apology from members, since under LGA 1972 Section 85 (1) a period of greater than six months would have elapsed when they would have failed to attend. It was **RESOLVED that the above apologies be accepted and approved and that the six month period be extended for Cllrs. C. Curry, L. Holt & P. Wilson, due to the valid reasons given.**

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)

3.1 A resident explained his concerns regarding an earlier breach of the approved planning application at a neighbouring property. He had been in contact with Planning Dept. His concerns had been circulated to members and Clerk was asked to send a letter of support to Ribble Valley Planning Enforcement Team.

3.2 A second resident wished to bring to members attention the road conditions across the Parish, noting that the quality of actual repairs done was very poor & therefore not value for money. Chairman explained that a further letter of complaint had been submitted to LCC Cllr. Iddon Cabinet Member for Highways, and a brief response was noted.

4. To resolve to confirm the Minutes of the Parish Council Meeting, held on 2nd March 2020

4.1 The Minutes of the Meeting held on 02 March 2020 had been published and circulated and it was **RESOLVED that those Minutes be accepted, approved and they were duly signed.**

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

5.1 It was noted that further plans for tree planting at the Village Halls was not on the Agenda. Clerk was asked to ensure it was an agenda item for the next Parish Council meeting.

6. To consider and approve the Annual Governance & Accountability Return 2019/20 (circulated)

a) To consider and approve the Internal Audit Report 2019.20

b) To consider and approve the Annual Governance Statement 2019.20

c) To consider and approve the Annual Accounting Statements 2019.20

d) To consider and approve the further actions to complete External Audit requirements 2019.20

6.1 All documents for the Annual Governance & Accountability Return had been circulated to members. It was **RESOLVED that the Internal Audit Report 2019.20 carried out by Martyn Bishop F.C.A. be accepted and approved.**

6.2 Members confirmed their agreement for each point of the Annual Governance Statement 2019.20 & it was **RESOLVED that the Annual Governance Statement 2019.20 be approved & duly signed**

6.3 The Accounting Statements 2019.20 completed but unsigned had been circulated to members and it was **RESOLVED that the Accounting Statements 2019.20 be accepted, approved and duly signed.**

6.4 Members were reminded that the Exercise of Public Rights period would be for the following 6 weeks and that all documents including Council contacts, bank reconciliation, explanation of variances, income and expenditure greater than £100 were to be submitted to External Auditor and published on Parish Council website. It was then

RESOLVED that Proper Officer be approved to deal with the completion of External Audit requirements 2019.20.

7. To resolve to approve actions taken during Emergency Powers as per the schedule attached and to approve any further extension to those Powers

7.1 Members noted that the meeting was taking place whilst the Emergency Powers had been lifted. The schedule of all decisions made during the period of Emergency Powers had been circulated and no comments were made.

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

8.1 A regular update of all planning applications and decisions had been circulated to members. Members had also been informed of a recent application 3/2020/0634 regarding amendments to the previously approved 3/2019/1119 at Holden Clough Nursery. No comments were made on the application.

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

9.1 The Parish Lengthsman's Report and invoice had continually been circulated to all members since February. It was

RESOLVED to accept and approve the July / August Parish Lengthsman's Report

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

10.1 Cllr. Holt had been investigating sites for a further defibrillator, due to her apologies for absence, this item was deferred.

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

10.1 Cllr. Wilson had been dealing with others regarding broadband provision, due to his apologies for absence, this item was deferred

12. 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, Gisburn Road, Bolton by Bowland; also Knotts Lane.

12.1 Members were unanimous in expressing their concerns regarding the roads across the Parish, noting particular examples of serious potholes, significant surface erosion and the extremely poor quality of any repairs carried out, which were therefore considered a waste of public funds. It was noted that despite numerous letters asking for urgent attention, a response may be sent from LCC Highways Officers & Cabinet Member, but no satisfactory improvement. It was therefore

RESOLVED that Clerk write to MP Nigel Evans asking him to meet with several Members to be accompanied around the Parish and shown examples, citing his assistance with LCC Highways.

12.1 Members and public were reminded that potholes (above certain dimensions) can be reported on Lancashire Highways website when a reference number is given to track the report.

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

13.1 A document by Cllr. Twist seeking sites for tree planting had again been circulated to members, with a poster asking all to find a site in order to plant a tree. The poster was approved for publication.

14. Accounts

a. To approve Bank Balance £58,721.74

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 August £156.10 exact figure will be confirmed at meeting

Clerk's expenses to date £71.39

14.1 The Bank balance was noted at £58,721.74 Members may note that cheques 100932 to 1009951 inclusive have been scheduled and approved for use during Emergency Powers.

14.2 Invoices presented for approval were:

Parish Lengthsman invoice 23	£567.00	Cheque No 100952
Parish Clerk net salary August 2020	£156.10	Cheque No 100953
Parish Clerk expenses April to date	£71.39	Cheque No 100953
Tosside Community Link room hire 24.08.20	£15.00	Cheque No 100954

RESOLVED that the above payments be approved. Cllrs. Twist and Whitwell signed the cheques.

15. To consider and approve any statement for publishing on the website regarding Government Guidance

on Parish Council Website Accessibility

15.1 Cllr. Foster had circulated a statement from e-mango some months previously; however since members were unclear regarding the statement, Clerk was asked to circulate the statement prior to next Parish Council meeting.

16. To receive reports from meetings

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

18. Area of Outstanding Natural Beauty Report -Borough Cllr. Elms

17.1 Cllr. Sherras had sent a report on pertinent matters under consideration by Ribble Valley Borough Council. His report detailed the discussions regarding Devolved Authority, which Ribble Valley opposed in the present form. He also noted the Consultation on Planning, which members may wish to send a response on behalf of Parish Council prior to the 28 October 2020 deadline and he informed all of the recent Service held in Commemoration of 75th Anniversary of VJ Day, which he was very proud to be involved in, as RVBC Armed Forces Champion.

18.1 Members were not aware that a meeting of AONB had taken place. No report had been received.

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

19.1 Cllr. Twist enquired about ownership of the field boundary wall opposite the former Copy Nook Hotel, which was in a dangerous state, with large pieces of stone on the road following damage. Members discussed the probable responsibility for the wall and Clerk was asked to write to the tenant farmer of the land, seeking clarification.

20. To consider staff and contractor matters: *Due to the sensitive and confidential nature of the following items, members must resolve that press & public be excluded from these items and that no recording is to take place.*

- a. To consider and approve arrangements for the review of Parish Lengthsman's Contract including hourly rate
- b. To consider and approve the Report following Parish Clerk's Annual Review, and any other Staffing Matters

20.1 Members noted that the next items on the agenda were sensitive and confidential and it was **RESOLVED that due to the sensitive and confidential nature of Contract and Staff matters, any press & public be excluded from the Meeting and that any recording ceased.** Members of the public then left and recording ceased.

20.2 Further to Minute 14.3 of Parish Council Meeting held on 02 March 2020, Cllrs. Fortune & Glover, with Parish Clerk were to meet with Parish Lengthsman in the near future. Members were reminded that suggestions but not resolutions for an hourly rate had been part of the approved Annual Budget, and it was **RESOLVED that any agreed salary review would be backdated to 01 April 2020.**

20.3 Clerk's Annual Appraisal Report had been circulated to members. Members were informed that Clerk had not claimed the Use of Home Allowance as a tax free benefit and that this rate had been increased. It was then **RESOLVED that Clerk's Annual Appraisal Report be accepted and approved and that Use of Home Allowance at 50% of the rate be approved.**

20.4 The Chairman had received two complaints from members concerning Parish Clerk and she had sent a response. Chairman read the response to members. Clerk was asked to circulate Chairman's letter to her with the response.

21. Date and venues for future Parish Council Meetings

21.1 Members considered the earlier Emergency Powers, however since a physical meeting had now taken place, members wished to continue to hold physical meetings regularly once more. It was noted that both Sawley and Bolton by Bowland Village Halls remained closed, but Tosside Community Link allowed very limited use. It was then **RESOLVED that Bolton by Bowland, Gisburn Forest & Sawley Parish Council Emergency Powers effective 30 March 2020 and Extended 02 July 2020 be now lifted and that the Parish Council meet next on Monday 5th October 2020 at Tosside Community Link.**

Chairman thanked all for their attendance and closed the meeting at 9.07p.m.