

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON TUESDAY 29th AUGUST 2017 AT BOLTON by BOWLAND VILLAGE HALL**

Present: Cllr. H Fortune (Chairman), Cllrs. A. Clements, C. Curry, A. Foster, E. Moorhouse, R. Park E. Twist, M. Walsh, I. Willock, P. Wilson,

Also in attendance: Lancashire County Councillor A. Atkinson, Ribble Valley Borough Councillors R. Elms & R. Sherras, Clerk. and 11 residents

Chairman welcomed all to the meeting, and requested that a few moments of silence be spent to mark the tragic sudden death of Martin Leverton.

Chairman then remarked that mutual respect was to be shown throughout the meeting, all would be able to speak who so wished.

1. To Receive and Approve Apologies for Absence

1.1 Apologies for absence had been received from Cllr. L. Holt, It was

RESOLVED that these apologies be received and approved.

2. Adjournment for Public Session

2.1 Several residents individually spoke regarding the Examiner's Report on the Neighbourhood Plan and expressed their wish that the Parish Council withdraw the Plan. They again expressed the view that residents' views were not being taken into account. Another resident spoke to suggest that there were other aspects to the Plan than just housing, but he hoped that there could be improved behaviour by some, with proper adult debate.

3. To receive declarations of pecuniary or personal interest

3.1 Cllr. Park declared a pecuniary interest in item 6 - a planning application regarding his property.

4. To Resolve to Confirm the Minutes of the previous meetings (held on 3rd July 2017 & the Extraordinary Meeting held on 1st August 2017)

4.1 The Minutes of the meeting held on 3rd July 2017 and 1st August 2017 had been circulated to members and had been on the Parish Council website. Following a minor adjustment specified by Cllr. Walsh to the Minutes of 1st August 2017, regarding exclusion of press & public, it was

RESOLVED that the Minutes of 3rd July 2017 and 1st August 2017 be signed as a true and complete record

5. Any Matters Arising from the Minutes not on the Agenda

5.1 There were no Matters Arising not on the Agenda.

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

- 3/2017/0649 – Wittons Farm, Anna Lane, Bolton by Bowland – conversion of barn to dwelling
- 3/2017/0713 – Peel Croft, Holden Lane, Bolton by Bowland – certificate of lawfulness re. occupation
- 3/2017/0729 – 3 Main Street, Bolton by Bowland – Cllr. Park explained that a Heritage Statement had recently been submitted for this application & members noted that the application will be circulated when Clerk has been notified by Ribble Valley Borough Council.
- 3/2017/0787 – 1 Cowper Place, Sawley – tree works
- 3/2017/0792 – Green Haven, Sawley – tree works

RESOLVED – Members noted the applications & no objections were to be made. Clerk had circulated updated list with the agenda.

7. To consider and approve any actions to be taken regarding the Neighbourhood Plan following the Examiner's Report

7.1 Clerk circulated a report of discussions she had had that day with Ribble Valley Head of Regeneration & Housing, Colin Hirst on his return from leave. She read this to residents, whilst Council read it. Legislation states that RVBC is responsible for approving or otherwise the Examiner's Report and the recommended amendments, by 22nd September, unless a delay is requested and agreed between Local Authority & Qualifying Body. The next Council Planning & Development Committee meetings are scheduled for 24th September and 26th October and she had discussed options with officers.

7.2 Members then discussed options of the Clerk's report. Several residents were allowed to speak, and brought up various concerns. Whilst some members wished to make a decision at the meeting, the overall opinion was to

await feedback from Colin Hirst, when he had read the Examiner's Report, with recommended amendments. He had agreed to attend an Extraordinary Parish Council meeting, subject to other commitments. It was then

RESOLVED by named vote that Clerk ask Ribble Valley Borough Council to request an extension for response to the Examiner on or after 26th October 2017 and that an Extraordinary Parish Council Meeting be held prior to that date. (One item agenda, Colin Hirst to attend if possible)

Votes in favour: Cllrs. Fortune, Willock, Moorhouse, Curry, Wilson, Twist, Park, Clements

Votes against : Cllrs. Foster & Walsh

Cllr. Clements offered to email a link to all for available dates, then contact Clerk. Venue to be determined once date is known.

7.3 Following a query from a Tosside resident, Cllr. Sherras clarified that there is a new National Policy regarding Open Spaces and Green Spaces designation, which has caused some confusion, which may have influenced the Examiner amendments on this. Cllr. Sherras will check with professionals.

7.4 Cllr. Atkinson confirmed that no new building would be allowed in the AONB.

8. To receive and consider Parish Lengthsman's Report

8.1 Parish Lengthsman's Report was read, and accepted. He was congratulated in his absence on the work done.

9. To consider and approve replacement of a bench in Sawley, adjacent to the Village Hall

9.1 Cllr. Twist explained that the bench was actually opposite the Abbey gateway. She reported costs for new benches, highlighting that wooden ones were much more expensive and required maintenance. Members were in agreement, noting that another bench in the parish was to now be of recycled material. Following discussion it was **RESOLVED- Cllr. Twist & Clerk were approved to spend up to £300 on a new recycled plastic bench, with the balance expected to come from Lancashire County Council Parish Champion, Paul Rigby and Ribble Valley Borough Council.**

10. To receive and consider any report from the Highways Working Party and any actions for approval

10.1 Cllr. Willock reported on correspondence he had requesting a site meeting with Highways Lead Officer which all agreed to be less than satisfactory. Following some clarification, LCC Cllr. Atkinson agreed to follow this matter up.

11. Accounts

a. Bank Balance – at £20,221.70

b. To approve Invoices for payment

Parish Clerk July salary	£131.80	Cheque 100795
Lengthsman (inv 50)	£1280.13	Cheque 100800
Lengthsman (inv 51)	£441.00	Cheque 100801
Parish Clerk August salary	£131.80	Cheque 100802
BDO (external audit to 31.03.17)	£120.00	Cheque 100803

RESOLVED that the invoices detailed above were approved.

c. **Clerk reported that the Conclusion of Audit Notice had been received. This with the Income & Expenditure greater than £100 had been uploaded to the website and members resolved this be accepted and minuted, with notices being posted on the Parish notice boards.**

d. The External Auditors had made an Issues Notice; this detailed a discrepancy of £1 between 2016 and 2017 accounts. Clerk had investigated and members were informed that this was merely a rounding difference

12. To receive reports from meetings

12.1 Ribble Valley Borough Council Report by Borough Councillors Cllr. Sherras highlighted the Consultation on Public Space Protection Orders which is to finish 1st September, and that individuals, as well as Parish Council may send in comments. Clerk had circulated Cllr. Sherras' comments. The matter was to be discussed at Borough Council Health & Housing Committee. Cllr. Sherras also informed that Boundary Commission report on changes within the Borough has now been issued. Clerk had circulated by email. Cllr. Elms will be attending AONB meeting in September

12.2 **Ribble Valley Parish Council Liaison Meeting** The next meeting will be in September.

12.3 **LALC Liaison Meeting** This Committee has not met since last Parish Council meeting.

13. To consider and approve any actions to be taken regarding further resident's complaint & response from the resident following response to ICO complaint

13.1 Clerk informed members that, following the earlier approved response sent to the resident and ICO Office, she had received no contact from ICO Office. The resident has objected to the response given, however further correspondence on that matter was covered in that an appeal to ICO was an option given. The resident had sent in further queries following last Parish Council meeting, however Clerk was instructed to bring these to Council's attention, rather than to respond. Following discussion, members agreed to await ICO office response, which Clerk understood may be several months, due to ICO workload.

13.2 Clerk had circulated an email received by Chairman from a resident asking for clarification on redaction. Clerk explained to resident (as he was present) that all correspondence should go to Clerk, rather than an individual Councillor, in order that all members may be circulated and consider. Clerk explained that she had sought advice from both Ribble Valley officers and Lancashire Association of Local Councils, both of whom confirmed that all documents with personal details needed redaction before they went into the public domain.

15. Matters brought forward by members (for information only)

15.1 Chairman requested and members agreed that this item be brought forward.

15.2 Members were informed that the Defibrillator outside the Bolton by Bowland Information Centre had gone. Following discussion, it had been noted missing on Saturday 27th August. This was obviously a serious matter, and insurance cover needed to be investigated. A discussion took place on the merits or otherwise of a keypad system and possible replacement at a cost of approximately £1500. Cllr. Foster & Clerk to investigate and report back.

14 To consider and approve any actions to be taken following consideration of Parish Council objectives

RESOLVED that the Press & Public be excluded from this item of the agenda, which was actioned, and the County, Borough Cllrs. and the Clerk also left the meeting. Cllr. Clements took notes to form part of these Minutes.

14.2 Cllr. Willock circulated Clerk's Job Description & described the appraisal process, explaining how the Clerk had met her main duties and given feedback including that she felt the Parish Council had no defined objectives. He gave his conclusions on main objectives for the Clerk and nine members had given responses to him on the Clerk's performance. He then highlighted several matters regarding the hours contracted being insufficient for the amount of work and the possibility of Quality Council status for the future, with Councillor Training being delivered by LALC locally as an option. Overall members agreed that the Clerk meets and sometimes exceeds expectations. Cllrs. Willock & Fortune confirmed that Clerk had seen all appraisal documents

RESOLVED that the Clerk's Appraisal be approved and Cllrs. Willock & Fortune were thanked for their work.

14.2 Clerk then rejoined the meeting. Clerk was asked to book her hours down, as members appreciated considerable additional time has been expended, particularly due to the Neighbourhood Plan. She was instructed to report hours back to Council for future consideration.

17 Date of next meeting MONDAY 2nd OCTOBER 2017 Tosside Community Link.

Chairman thanked all for their input and closed the meeting at 9.37 pm