

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL**

HELD ON 3rd DECEMBER 2018 at BOLTON by BOWLAND VILLAGE HALL, commencing at 7.30pm

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

Also in attendance ; Borough Councillor R. Sherras, and the Parish Clerk

Chairman welcomed all to the meeting.

1. To receive and approve apologies for absence

1.1 Apologies were received from Cllr. C. Curry & it was
RESOLVED that the apologies be received 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) Public

3.1 No members of the public were present

4. To resolve to confirm the Minutes of the Previous Meeting held on 5th November 2018 (on website)

4.1 The Minutes of the meeting held on 5th November had been circulated and published. It was then
RESOLVED that the Minutes of the Parish Council held on 5th November 2018 be approved as a true record.

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

5.1 Members were informed that no further information was needed by the Bank.

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

- **3/2018/0932 Bolton Peel Farm, Bolton by Bowland BB7 4NJ - Timber building attached to existing barn**
- **3/2018/1031 Abbey Lea, Sawley BB7 4LE - Tree works**
- **Clerk will update with decisions on recent applications.**

6.1 Members were informed that there had been no decisions on recent applications

6.2 Applications had been circulated to members on email following agenda date for

- 3/2018/0931 Fell View Barn, Barret Hill Brow - change of land use to residential curtilage & stable conversion to living accommodation
- 3/2018/1069 Holden Clough Nursery, Holden - amendments to previously approved 3/2018/0396

6.3 Members discussed all four applications. Clerk was asked to circulate further details for 3/2018/0931 to members for considered comment.

6.4 There were no objections to be submitted for application 3/2018/1031. Members agreed that RVBC had more knowledge about 3/2018/0932 and that the decision should be left to them.

6.5 Members discussed 3/2018/1069, noting that residents had expressed concerns that the application was to make amendments which seemed quite significant very soon after a previously approved application. It was
RESOLVED Clerk to draft a letter with help from Cllr. Willock referring to advice that Holden residents had received about the amendments proposed and that clerk's letter to be circulated for approval prior to submission.

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

7.1 Lengthsman's Report was received, main work consisted of unblocking drains & completing painting railings at Copy Nook corner.

8. To receive and consider any further report from Highways Working Party (Members note that a further letter has been sent to Nigel Evans MP following up A59 junction issues & follow up email re. road markings at Spread Eagle, work being overdue)

8.1 Cllr. Holt had received a response from LCC Cllr. Iddon regarding the wall on Holden Lane. She had responded to express concern about the wall across from Copy Nook and asked that this should also be inspected. Members considered possible ownership of both walls, noting the hazard that the damaged walls had become.

8.2 No response had yet been received by Clerk from Nigel Evans regarding A59 access.

9. To consider and approve the requirements for a Parish Council Data Protection Policy and to approve the terms of reference for such a Policy (Cllr. Twist and Clerk will update members on this)

9.1 Cllr. Twist reported that she had worked on this with Clerk. A Draft Retention Policy had been drawn up, which Clerk was asked to circulate, with comments to be sent to her, for further consideration at February Parish Council meeting.

10. To consider and approve any actions for Broadband feasibility study across the Parish.

10.1 Clerk had received a detailed response on statistics & details from Nigel Evans MP. She was asked to circulate these to members & to the concerned resident.

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

11.1 This item was discussed later in the meeting after Item 15.

12. To consider and approve any change of future venue for Parish Council meetings

12.1 Members agreed to continue to meet at all three Village Halls.

13. Accounts

a. To approve Bank Balance

b. To approve Invoices for payment (with details) since November meeting

c. To consider and approve any changes to Standing Orders regarding Delegated Powers for urgent matters and the terms for such Powers (Draft Standing Order circulated)

d. To consider and approve Budget and Precept for financial year 2019/20 (Draft copy circulated)

e. To consider and approve submission of RVBC Concurrent Functions application

13.1 Bank Balance was informed to be £26,148.88

13.2 Invoices for payment were reported to be:

Sawley Village Hall (October meeting)	£15.00	Cheque No. 100864
Bolton by Bowland Village Hall (Sept)	£20.00	Cheque No. 100865
Tosside Community Link (Nov. meeting)	£15.00	Cheque No. 100866
Soc. Of Local Council Clerks (33%)	£40.67	Cheque No. 100867
Mellor Parish Council (50% Arnold Baker)	£55.50	Cheque No. 100868
Parish Clerk (net salary November)	£131.60	Cheque No. 100869
Parish Lengthsman Inv. 81	£692.62	Cheque No. 100870

RESOLVED that all above invoices were approved for payment, cheques signed by Cllrs. Clements & Willock

13.3 Draft amendment to Standing Order 18.v1 had been circulated, detailing urgent payment procedures up to £200. The draft was read out and it was then

RESOLVED that the Standing Order 18 v1. be amended to read: "Payment of invoices received which will require payment prior to the next council meeting. Such invoices may be delegated to the Proper Officer to pay, subject to a limit of £200. All details to be circulated by email to all Councillors with email facility and written approval has been given by at least three Councillors including Chairman with no objections made. If there should be any objection, the payment may not be made until Parish Council has met and resolved approval or otherwise". and that Clerk update Parish Council website accordingly.

13.4 Draft Budget & Precept documents had been circulated and, following discussion and amendments it was **RESOLVED that Parish Council Budget for 2019.20 be approved and Precept Order be submitted for £18,172**

13.5 Clerk had re-checked the Concurrent Functions Grant with Ribble Valley officers, and that £2000 was the forecast amount for receipt. She had completed the form, and it was

RESOLVED that Concurrent Functions Grant Application for a total of £7494.81 be submitted.(It was noted that RVBC are only able to part fund the lengthsman's work).

13.6 Following Budget & Precept discussion, Cllr. Foster kindly agreed to join Finance Working Party.

14. To receive reports from meetings

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

b. Ribble Valley Parish Council Liaison Meeting Report- Meeting held 22.11.18 - Cllrs. Fortune & Twist

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

14.1 Cllr. Sherras informed members regarding the latest calculations which confirmed that Ribble Valley Borough Council currently has over 6 years of deliverable housing supply. The new calculations had followed a recent appeal in Longridge, which Borough Council had lost due to insufficient evidence. He informed members that HED DPD Consultation had taken less time than expected and Inspector's Report was anticipated soon.

Chairman & Clerk should soon expect an invitation to discuss arrangements for Local Elections in May 2019.

14.2 Cllr. Twist reported on Ribble Valley Parish Council Liaison Committee, which had focussed on Neighbourhood Plans. Lancashire Nursing Trust had sent a poster, which had been circulated. Concern had been expressed about safety of trees and the ensuing liability and insurance implications. Mr. Hewitt (RVBC Tree Officer) should be contacted for advice. Members noted that Parish Council owned no land, & therefore no trees.

14.3 Cllr. R. Elms was not present, however members were informed of the details of Consultation for AONB, which had been circulated. Any could make representations, but must do as individuals. Any Parish Council response was to be collated and sent by Clerk.

15. Matters brought forward by members

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

15.1 Cllr. Foster had spoken with Lengthsman regarding trees which were overhanging a resident's garden in Sawley. Since these were not Parish Council's responsibility, members considered this could imply responsibility, in view of matters raised at Parish Council Liaison. Clerk was asked to instruct Lengthsman not to carry out any work until clarification had been obtained regarding ownership of both trees & land.

15.2 Since there were no public present, Chairman asked Cllr. Sherras & Clerk to leave the meeting as matters of sensitivity were to be discussed. Both left the meeting.

15.3 Members then **RESOLVED that Zurich be updated with latest information regarding the resident inquiry.**

11.1 This item was delayed from earlier in the agenda. Cllr. Willock reported on the work carried out by himself and Chairman in carrying out Clerk's appraisal. Council unanimously approved Cllr, Willock's report.

11.2 Cllr. Willock reported on his research into SLCC National Pay Scales to determine clerk's salary. It was then

RESOLVED that the Parish follow SLCC National Pay Scales in order to determine Clerk's salary.

It was recommended that Clerk's salary be reviewed annually in April. Cllr's Willock and Twist would investigate the necessary details and report to the February meeting.

Cllr. Fortune & Willock were thanked for the work.

Clerk returned to the meeting and was asked to circulate National Pay Scales by email.

16. **Date of next Meeting Monday 4th February 2019 scheduled for Sawley Village Hall**

Chairman thanked all for their attendance & input and closed the meeting at 9.13 pm