

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 3rd JULY 2017 AT SAWLEY VILLAGE HALL**

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

Also in attendance: Ribble Valley Borough Councillor R. Sherras, Clerk. and 2 residents

Chairman welcomed all to the meeting

1. To Receive and Approve Apologies for Absence

1.1 Apologies for absence had been received from Cllr. R. Park & RVBC Cllr. R. Elms. It was

RESOLVED that these apologies be received and approved.

2. Adjournment for Public Session

2.1 A resident wished to object to Item 16 of the agenda.

3. To receive declarations of pecuniary or personal interest

3.1 There were no Declarations.

4. To Resolve to Confirm the Minutes of the previous meeting (held on 5th June 2017)

4.1 The Minutes of the meeting held on 5th June 2017 had been circulated to members and had been on the Parish Council website and it was

RESOLVED that the Minutes of 5th June 2017 be signed as a true and complete record

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

5.1 Members were informed that, following June meeting, Chairman & Clerk had liaised with Parish Lengthsman and finalised his contract, which had been duly signed & filed.

5.2 Members were informed that a brief letter of concern regarding any inappropriate use of Stocks Green at Bolton by Bowland had been sent to Bolton Peel Estate office. The residents had emailed to inform that matters were being monitored by the Estate.

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

- 3/2017/0523 – Land at Knotts Lane, Tosside for forestry shed
- 3/2017/0517 -Holden Clough Nursery – 2 storey extension to café kitchen

RESOLVED – Members had inspected both sites & no objections were to be made, as both seemed suitable applications.

7. To consider any action to be taken regarding speeding through the villages, following the meeting of a Working Party.

7.1 The Working Party had not met. Members discussed considerations, especially for Holden, since residents have requested speed bumps which are nationally being discouraged. Cllr. Willock agreed to contact Ben Dawson (Lancashire County Council Highways Lead Officer) to request a site meeting for options to be discussed.

8. To consider and approve any actions to be taken regarding Neighbourhood Plan correspondence, files supporting documents and a resident's request to view the information held. (This matter to include recommendations from Steering Group)

8.1 Clerk updated that Mr. McGurk of Erimax has been appointed as Examiner, but he is not to be contacted directly. She had met with Colin Hirst following the Examiner's request for knowledge of the Evidence Base in support of the Neighbourhood Plan, which is different from background information. Ribble Valley Borough Council will provide Examiner with a summary of each of the 2 hard copy files & he may subsequently wish to examine documents held in those files, and the electronic files held by Clerk, copy of which have also been provided to Ribble Valley Borough Council. It was emphasised that no documents which need redaction will be sent to the Examiner & the files are Parish Council property. The Examiner will need to note and comment on any material he requests and therefore may be selective in his choices. Cllr. Sherras explained that Parish Council documents may not be open for inspection in Council Offices at this stage, and noted that usual practice means that Ribble Valley Borough Councillors do not have the right to inspect all Working Party documents, but would be provided with a report. Parish Council documents will be returned to Parish Clerk following clarification and any provision to the Examiner as he requests.

8.2 Steering Group had met and full discussion of its recommendations would be discussed under Item 16.

9. To receive and consider Parish Lengthsman's Report

9.1 Parish Lengthsman's Report was read, and accepted. He is working on the bench, as previously approved.

9.2 A Holden resident informed that Holden Clough Nursery plan to sow wildflowers on the verges ; this will be looked at in conjunction with management of other traffic matters discussed in this meeting.

10. To consider and approve responsibility and arrangements for Clerk's appraisal (templates circulated)

10.1 Members discussed this matter & agreed it was best practice, requiring those with experience. It was **RESOLVED- Cllrs. Willock, Clements & Fortune meet with Clerk and bring a report to next Parish Council meeting.**

11. To consider and approve A Parish Council Grievance Policy (Draft Policy circulated)

11.1 Members discussed this, agreeing it was a further appropriate policy for Parish Council as an employer. It was then **RESOLVED – Parish Council Grievance Policy be adopted.**

12 To consider and approve a Grant Monitor Form (Draft Policy circulated)

12.1 Draft Policy had been circulated, following June meeting, particular monitoring was requested for the Heritage Trail support. Cllr. Curry was thanked for her assistance with the draft and it was

RESOLVED – the Grant Monitor Form be adopted and copy sent to Mr. Darlington (applicant) & Bolton by Bowland Village Hall Treasurer (banker for the project)

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

13.1 Cllr. Twist has been researching ownership of the bench, currently without success. Members considered that, due to time which has passed and hazardous condition of the bench, adoption by Parish Council was best option. Cllr. Twist to look into costings for a replacement, and following advice later in the meeting, it was

RESOLVED – Clerk to apply for funding to Lancashire County Councillor Paul Rigby (Parish Champion)

14. Accounts

a. **Bank Balance – at £23,101.00**

b. **Quarterly budget to 30.06.17 had been circulated and this was approved**

c. **To approve Invoices for payment**

Tosside Community Link (SG meeting)	£15.00	Cheque 100794
Unused cheque at this stage		Cheque 100795
Bolton by Bowland Village Hall May)	£12.00	Cheque 100796
Parish Clerk salary & expenses	£284.22	Cheque 100797
HMRC PAYE to 05.07.17	£154.40	Cheque 100798
Lengthsman (inv. 46)	£1,000.42	Cheque 100799

RESOLVED that the invoices detailed above were approved.

15. To receive reports from meetings

15.1 **Ribble Valley Borough Council Report by Borough Councillors** Cllr. Sherras made particular note of the Consultation on Public Space Protection Orders which is to take place between 1st July and 1st September, and that individuals, as well as Parish Council may send in comments. It was agreed that Clerk would scan in this document & circulate by email, with a collated response to be made if appropriate. Cllr. Sherras also informed that A682 is scheduled to close for re-surfacing on 16th & 17th July, weather dependent.

15.2 **Ribble Valley Parish Council Liaison Meeting 15th June:** Cllr. Walsh reported on the presentation regarding Victim Support, volunteer drivers were sought for Doctor's appointment (Members were reminded of the Little Green Bus who provide such a service) and future meeting will include development rights in conservation areas.

15.3 **LALC Liaison Meeting 22nd June :** Cllr. Twist reported on the meeting which had poor attendance, when potholes and dog fouling had been highlighted issues. Members were updated regarding Enterprise Zone at Samlesbury, with 6000 employees and a Park & Ride facility, with Thwaites Brewery development for 60 employees at Balderstone. She also informed that there is only one Countryside Ranger, now based at Beacon Fell, and noted that Balderstone Parish Council have had support from local businesses to provide a Defibrillator, thanking Cllr. Foster for all his efforts in this Parish. Work to create a new roundabout on A59 at Pendle Road, Sabden junction has been delayed until April 2018, and she informed members that a 20mph speed limit takes time, as it needs approval by an Act of Parliament. Cllr. Twist gave information of Parish Champion for Lancashire County Council.

16. To consider and approve any actions to be taken regarding communication with the Information Commissioner's Office

16.1 Members had previously been circulated with a draft response letter, with responses to questions and five annexes, in addition to Steering Group minutes of 29 June 2017 by email where possible (Cllrs. Moorhouse and Walsh were presented with hard copy at this point of the meeting). Extract of Public Bodies (Admission to Meetings) Act 1960 was read to members due to the sensitive nature of this item, and it was

RESOLVED by majority vote that the Press & Public be excluded from this item of the agenda, which was actioned, and Cllr. Sherras also left the meeting.

16.2 Members agreed that some information was not for the public domain until discussed and approved and It was accepted that Neighbourhood Plan documentation had not been with Parish Council records until the end of March 2017 : therefore it had not been possible to send a full response to the resident's Freedom of Information request on 20 February 2017. Following this, Parish Council did not wish Steering Group to meet until it was finally agreed at June Parish Council meeting. This had subsequently become a Complaint from Information Commissioner's Office which needed a response. Following June Parish Council meeting, Steering Group had met to compose a draft response, which was put before members. All agreed that some issues might have been avoided with greater knowledge, but a tremendous amount of work had been done by volunteers to formulate the Plan. Discussion followed on the appropriate, cost effective method to allow inspection, since a resident, as well as several Parish Councillors had requested to view all documentation. It was agreed that full inspection was unreasonable, but since members could inspect (not copy or remove) the files, Clerk to make arrangements for councillors to have perhaps two hours to look at files etc. upon the return of these by Ribble Valley Borough Council. Several members wished to have confirmation of the evidence supporting some statements within the Plan, and this would give an opportunity to consider this. Due to the amount of information, and that redaction of some documentation would be necessary, it would not be feasible for the public to inspect all documentation and refusal to allow this was explained in the letter to the resident, under Section 12 of Freedom Of Information Act. Following considerable discussion it was **RESOLVED (prop. Cllr. Clements, sec. Cllr. Wilson) that a named vote take place: that the Response Letter, with Freedom of Information Responses and Annexes 1 – 5 be sent by Clerk to the resident, in parallel with a copy to Information Commissioner's Office Caseworker, Jim Dunn.**

Votes in Favour: Cllr. H Fortune, Cllrs. A. Clements, C. Curry, L. Holt, E. Moorhouse, E. Twist, I. Willock, P. Wilson, Votes Against : Cllrs. A. Foster & M. Walsh

No abstentions.

17. Matters brought forward by members OTHER MATTERS FOR INFORMATION ONLY AS ITEMS NOT ON AGENDA CANNOT LEGALLY BE DECIDED.

17.1 Cllr. Moorhouse brought members' attention to overhanging trees on the roadside on Hellifield Road, Bolton by Bowland. It was agreed that these were not on private land, but needed greater expertise than was to be expected from the Parish Lengthsman. It was agreed that Clerk should contact County Highways requesting action.

17.2 Cllr. Wilson informed that potholes had been repaired in Tosside area

17.3 Cllr. Fortune felt it appropriate to inform members of the appreciation noted in St. Bartholomew's Church visitor book by a traveller who had needed assistance, which he had received from several Tosside residents, to whom he was most grateful.

18 Date of next meeting TUESDAY 29th August 2017 Bolton by Bowland Village Hall.

Chairman thanked all for their input and closed the meeting at 9.25 pm