

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

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

Present: Cllr. H. Fortune (Chairman) A. Clements, C. Curry, L. Holt, R. Park, E. Twist, I. Willock, P. Wilson
Also in attendance ; 2 members of the public, and the Parish Clerk

Chairman welcomed all to the meeting and apologised for the late start, due to his personal commitments

1.1 Apologies had been received from Cllrs. A. Foster, E. Moorhouse M. Walsh also Borough Councillors Elms and Sherras & it was

RESOLVED that these apologies be accepted and approved

2. To receive declarations of pecuniary or personal interests There were no Declarations made

3. Adjournment for Public Session (Max 3 minutes per person) **Public**

3.1 A lady spoke in support of the Grant Application submitted on behalf of Slaidburn Archive, explaining the scope of the project. She thanked members for their time and left the meeting.

4. To resolve to confirm the Minutes of the Previous Meeting held on 2nd July 2018 (on website)

4.1 The Minutes of 2nd July 2018 had been circulated, were available on Parish Council website and it was

RESOLVED unanimously that the Minutes of Parish Council Meeting held on 2nd July be confirmed and approved

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

5.1 Clerk informed members that, in response to a previous query from Cllr. Walsh she had received copy of cheque sent to Bolton by Bowland Village Hall regarding Heritage Trail Grant and had provided copy of this, with the approved copy June 2017 Minute and the covering letter. Since Cllr. Walsh was absent, this would be hand delivered to her.

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

6.1 3/2018/0721/0729 Brotherton Barn, Bolton by Bowland for new building for business & change of use Unit 5.

6.2 Members discussed these joint applications and the reasons for previous refusal, but felt unqualified to make comments, leaving the decision to Planning Officers

- 3/2018/0727 Willows Farm, Anna Lane BB7 4NZ -application for variations to previously approved application
- 3/2018/0649 Apple Tree Cottage, Sawley – application for tree works

These applications were not on the agenda, but no objections were raised.

6.3 Clerk informed members of recent Planning decisions :

- Holden Clough Nursery – approved with numerous conditions, partly relating to hours of operation and number of covers indoor & outdoor
- Big Holme Farm – approved with conditions
- Fooden Old Hall – approved with conditions
- 1 Main Street, Bolton by Bowland – approved with conditions

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

7.1 No report had been received

8. To receive the response by LCC Highways regarding re-siting of SPID in Bolton by Bowland and to receive and consider any further report from Highways Working Party

8.1 Cllr. Clements had again met with Alan Cox from LCC and agreed to move the SPID pole to a point nearer towards Gisburn. Clerk was asked to follow up with Mr. Cox for a timeframe & update Lengthsman.

8.2 Cllr. Holt updated members regarding correspondence on A59 lighting and surface, particularly due to onset of winter, with a bus stop on either side of A59 ; she had responded to explain dissatisfaction of Holden residents that no action was to be taken.

9. To consider and approve any actions for any additional defibrillator provision in Gisburn Forest area (following clarification of existing) and to consider and approve any budget needed for such provision.

9.1 Cllr. Wilson had contacted Forestry Manager who clarified that Stephen Park is outside this Parish. Members then discussed matters further but felt it to be inappropriate and that there was sufficient defibrillator provision. It was

RESOLVED Clerk to contact donor family and suggest the funds be used for maintenance of existing, and future training or returned, explaining the current provision.

9.2 Cllr. Clements had been informed that there may be an issue with re-sited defibrillator in Bolton by Bowland. He agreed to contact the electrician to check transformer and LED.

10. To consider and approve the necessity for a Parish Council Data Protection Policy and to approve the terms of reference for such a Policy

10.1 Members discussed and agreed this Policy should be considered. It was therefore

RESOLVED Cllr. Twist & Clerk investigate and create a Draft Policy for Council to consider at a future meeting.

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

11.1 Due to ongoing Inquiry Panel, this item was left to a future meeting.

12.Accounts

a. To approve Bank Balance

b. To accept and approve the External Audit Report and the actions necessary from the Report

c. To approve Invoices for payment (with details) since July meeting

d. To consider and approve any Grant to be made to Sawley or Tosside Village Halls An earlier application for £1000 towards audio equipment has been received from Tosside Village Hall, more details have been requested; a request from Sawley Village Hall has been received for music & PA system (application attached / enclosed)

e. To consider and approve any grant award to Slaidburn Archive (application circulated)

f. To consider and approve application for £30.00 cost of floral arrangement in Bolton by Bowland under Section 137

g. To consider and approve any financial support for winter planting at RAF 100 bed in Tosside.

12.1 Bank balance was reported as £31,713.89

12.2 Clerk reported that External Audit Report had been received, without an Issues to be Reported. It was then clarified that a potential charge of £5 for any copy report be applied. Clerk was instructed to publish reports as legally required, including the Parish Council website and it was

RESOLVED to accept and approve the External Auditor’s Report

12.3 Invoices for approval were:

• L. Holt (Flowers at Bolton by Bowland Church Open Day (Section 137)	£30.00	Cheque 100849
• SPN Electrical Ltd - resiting defibrillator B x B	£258.00	Cheque 100850
• PKF Littlejohn LLP – External Audit	£240.00	Cheque 100851
• Parish Clerk – net salary July & August	£263.40	Cheque 100852
• Tosside Community Link – Hall hire July meeting	£15.00	Cheque 100853

RESOLVED that the above invoices be approved for payment: cheques were signed by Cllrs. Clements & Willock

12.4 Members then discussed the grant applications received from Tosside and Sawley Village Halls (£1000.00 and £978.95 respectively) and the grant application for £250 from Slaidburn Archive. Clerk advised that quotes had been circulated in support of the Village Hall applications and asked members to note that Slaidburn Archive would need to be considered under Section 137. A request for £40 had been made for winter planting at Tosside Community Link in the RAF 100 beds previously planted. Following discussion it was

RESOLVED that the following payments be approved: cheques were signed by Cllrs. Clements & Willock

• Tosside Community Link	£1000.00	Cheque 100854
• Sawley Village Hall Trustees	£978.95	Cheque 100855
• Slaidburn Archive (Section 137)	£250.00	Cheque 100856
• Planting at Tosside Community Link (approved in principle under Section 137) £40.00 details for future meeting		

13.To receive reports from meetings

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

No report had been received

b. Ribble Valley LALC Liaison Meeting Report– 15 August – Clerk will report

13.2 Clerk reported on concerns expressed regarding Planning Matters by Local Authority, which is to be brought to the attention of Ribble Valley Parish Council Liaison Committee and LALC AGM. Clerk is the new Secretary to the LALC Liaison Committee.

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

No report had been received.

14. Matters brought forward by members

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

14.1 Members expressed concern that Information Centre area in Bolton by Bowland was untidy with weeds. Clerk was asked to contact Lengthsman to clear this, although this is not within contract.

14.2 It was considered that Holden Clough might be approached to sponsor planters at the Information Centre & Cllr. Holt agreed to approach them.

15. To consider and approve the report and any recommendations from Complaints Panel meeting

Members to note that they may consider this matter to be confidential and sensitive and MUST do so if it concerns a member of Staff. If it is considered to be sensitive & confidential, members may resolve to exclude Press & Public and no recording to be allowed of that item of the agenda.

15.1 It was

RESOLVED that, due to the confidential nature of this item, members of the public & press be excluded from the meeting and the resident then left. No recording was taking place. Clerk was asked to remain.

15.2 Members were informed that the Inquiry Panel had met on several occasions, taken advice and that a letter was recommended to be sent to the complainant, by Recorded Delivery. July Minutes which referred to amendments to April minutes had been circulated and approved. A footnote to the hard copy of April Minutes was discussed, which was agreed to be added to and clearly shown on the Parish Council website. Following a discussion it was

RESOLVED unanimously that the recommended actions from Inquiry Panel be carried out and they were thanked for their efforts.

15.3 Clerk then left the meeting whilst members were updated on any staff matters. The Inquiry Panel confirmed that Insurers have been kept informed of the contents of the letter to be sent and the steps being taken by Parish Council.

15.4 Clerk was invited to return and all were reminded of the need for confidentiality.

16. Date of next Meeting Monday 01 October 2018 scheduled for Sawley Village Hall

MEMBERS WERE ASKED TO NOTE THAT THIS MEETING WILL NEED TO CHANGE DATE, TO MONDAY 8th OCTOBER, DUE TO THE NUMBER OF APOLOGIES RECEIVED – VENUE TO BE CONFIRMED

Members were thanked for their input and Chairman closed the meeting at 8.54 pm