

**MINUTES OF THE EXTRAORDINARY MEETING OF  
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 4<sup>th</sup> DECEMBER 2017 AT BOLTON by BOWLAND VILLAGE HALL**

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

**Also in attendance:** RVBC Cllr. R. Sherras, Clerk. and 7 residents

**Chairman welcomed all to the meeting, apologising for the late start due to his own arrival at 7.40pm**

**In response to a query, a resident confirmed his wish to record the Meeting and this was approved**

**1. To receive and approve apologies for absence**

1.1 Apologies had been received from Cllrs. E. Moorhouse & P. Wilson and it was

**RESOLVED that these apologies were accepted and approved.**

**2. To receive declarations of pecuniary or personal interest**

2.1 There were no Declarations of Interest

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

3.1 Residents from Tosside wished it to be most plain including websites that the Neighbourhood Plan had been withdrawn, in order to avoid any misunderstanding for possible purchasers of properties. It was noted that Parish Council has no jurisdiction over Ribble Valley Borough Council, or its website.

3.2 A resident who had attended the Extraordinary Meeting wished to know what would happen next in the Parish, and requested a meeting for residents. He also had several queries about the procedure followed, particularly regarding Sawley. The view was expressed that some parish residents had wanted the Plan to go to referendum in order to have their own vote.

3.3 Several residents had attended the Planning & Development Committee meeting and made comments.

**4. To resolve to confirm the Minutes of the Previous Meeting held on 2<sup>nd</sup> October 2017 & the Extraordinary Meeting held on 6<sup>th</sup> November 2017 (on website)**

4.1 A slight change to the wording in Public Session of 6<sup>th</sup> Nov. 2017 minutes requested was agreed. It was then **RESOLVED that the Minutes of the Meeting held 2<sup>nd</sup> October 2017, and the Extraordinary Meeting held 6<sup>th</sup> November 2017 were approved and signed**

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

**Following Minute 4.10 Minutes 06 November 2017, Clerk had sent Withdrawal Notice to Ribble Valley Borough Council Officers, who had agreed this was in correct format. Members noted this information**

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

- **3/2017/0861 - Ghylls Cottage Knotts Lane – conversion of lean to with office above**
- **3/2017/0968/969- Old Sawley Grange, Sawley – conversion of former ag. Building to office etc**
- **3/2017/1032 – Long Holme Row, Sawley – steel slurry tank**
- **3/2017/1059 – Fell View Barn, Barret Hill Brow – stables for 3, amended from 3/2016/0648 approved**

There were no objections to any of the above applications.

6.1 Clerk informed members of correspondence received from United Utilities for upgrade work to the Waste Water plant at Bolton by Bowland, involving digging up the edge of Stocks Green. Members agreed this is private land, owned by the Estate.

**7. To receive and consider Parish Lengsthman's Report from October onwards**

7.1 This was read and approved. Members wished to consider moving the SPID pole up the hill in Bolton by Bowland, to avoid anomalies of instruction of speed limits. Cllr. Holt agreed to contact LCC Highways officers.

**8. To further consider and approve replacement of a bench in Sawley, near the Village Hall.**

8.1 Cllr. Twist had discussed materials with residents, who would prefer wood, especially as this will be sited near Sawley Abbey. Glasdon price is £714.49 + VAT, plus £42.00 including delivery & fixings. Following discussion it was

**RESOLVED that the bench be ordered by Cllr. Twist to this price, possible Parish Lengthsman to fix in place & LCC Parish Champion Grant application to be submitted by Clerk.**

**9. To consider and approve any support for RAF 100 (details previously circulated)**

9.1 Chairman explained that RAF Station at Spadeadam wish Parish Councils to consider commemorating 100 years of Royal Air Force ; suggestions of flower beds or tubs in villages had been put forward. Tosside has already agreed. Cllr. Park will put this before Bolton by Bowland War Memorial Committee and Cllrs. Foster & Twist will consult Sawley residents.

**10.To consider and approve any support for lights in Tosside central location**

10.1 Members were informed of the hazard due to no lighting, with elderly residents needing to access vehicles. Following discussion, it was

**RESOLVED that financial support of 50% up to a maximum total cost for the work of £500 be given**

**11. To receive and consider any report from Highways Working Party and any actions for approval following Meeting 17.11.17**

11.1 An attendance of 86 was reported, and numerous concerns were expressed, especially regarding speed and lack of consideration for other road users. A Draft Report had been circulated and members wished to follow up. Cllr. Holt was thanked for arranging the meeting with LCC contacts, and Cllr. Willock had kindly chaired. It was therefore **RESOLVED that a Working Party comprising Cllrs. Curry, Foster, Holt, Willock and the Clerk meet to consider how to progress the issues raised. It was also RESOLVED that the Report be uploaded to Parish Website.**

**12. To consider and approve any further actions regarding theft of defibrillator (Clerk will update)**

12.1 Clerk informed members that she had just obtained agreement from Insurers to order Defibrillator, at cost of £945.00 + VAT. Members had previously agreed to fund a new lockable door. It was subsequently pointed out that, due to poor mobile signal in Bolton by Bowland, a lockable door would not be accessible. It was noted that in addition to regular checks made on equipment (Lengthsman in Tosside, Cllr. Walsh B xB & Cllrs Twist & Foster in Sawley) this should be minuted to ensure insurance cover.

**RESOLVED Clerk to inform Insurers of the reason for no lock on defibrillator box.**

**Cllr. Foster to order new defibrillator and arrange installation as soon as possible.**

**13.To consider and approve objectives for the Parish Council for the next financial year**

13.1 Cllr. Willock had circulated Draft document on this, which was appreciated. It was suggested that a further stage to this document as specific, measurable targets which would be achievable should next be considered. It was further noted that there were differing objectives between Parish Council overall, and those of Staff.

**RESOLVED Aims and Objectives Document be uploaded to Parish Council website.**

**14.To approve any further Councillor or Staff Training (2018 list attached)**

14.1 Clerk informed members that she has now obtained Certificate in Local Council Administration, meaning that she is a Qualified Clerk, for which she was congratulated. She explained that, in time, Parish Council may wish to consider having Quality Council status.

**15.To consider Sawley Village Hall invoices in support of the grant funding and any actions from these invoices**

15.1 Clerk had received 4 copy invoices relating to "Maintenance" at Sawley Play Area, covering a 12 month period. These were in support of £1000 grant given, however raised various concerns as to powers and purpose. It was agreed that Cllrs. Twist & Foster would liaise with Sawley Village Hall Committee & report back.

**16. To consider Parish Council web site content (including Model Code of Publication) and Delegated Powers for website**

16.1 Parish Council currently has a Website Working Party, however this has no delegated powers and therefore all content, other than legal requirements, is to be approved by Parish Council. Following discussion it was

**RESOLVED** that Cllr. Willock continue to be responsible for the website structure, and Clerk to upload legal documents. Website Working Party has Delegated Powers so may approve content, unless any is considered contentious, in which case Parish Council must decide.

#### 17.Accounts

##### **a. To approve Bank Balance**

##### **b. To consider and approve budget and precept figures 2017.18 (these were circulated with Minutes)**

##### **c. To approve Invoices for payment with details from November, approved at November meeting**

17.1 Bank Balance of £17,334.80

17.2 Clerk had circulated budget & precept spreadsheet. Following discussion members considered that capital reserves (falsely inflated due to previous difficulties) had been depleted and should be again built to cover village enhancements and contingencies and therefore

**RESOLVED to approve bank balance, budget to 31.03.19 and Annual Precept for 2018/19 of £20,421 in order to enact village improvements, with a contingency.**

Invoices: Lancs. & Merseyside Training Group	£190.00	Cheque No 100810
Lancs. Fed. Of Young Farmers (room hire)	£15.00	Cheque No 100811
Parish Clerk (October salary)	£131.80	Cheque No 100812
Lengthsman inv 56	£820.25	Cheque No 100813
Parish Clerk (November salary)	£131.80	Cheque No 100814
Soc. Of Local Council Clerks (proportion)	£32.85	Cheque No 100815
Lengthsman inv 57	£477.75	Cheque No 100816

**RESOLVED that all invoices be approved for payment.**

17.3 Clerk and Cllr. Sherras assisted to explain background to Ribble Valley Concurrent Functions and Lengthsman Grants, which are now to be amalgamated. Since Lancs. County Council Lengthsman Grant has also been cut, this gives an impact on Parish Budget & Precept

#### **18.To receive reports from meetings**

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

18.1 Cllr. Sherras reported that Parliamentary Boundary Commission appears to follow the proposal to split Ribble Valley Constituency, so Clitheroe will be with Colne and a large Constituency will cover North Lancashire, in order to equalise elector numbers. He had attended Planning & Development Committee, and Neighbourhood Plan withdrawal notice from Parish Council was resolved to be approved without debate.

##### **b. Ribble Valley Parish Council Liaison Meeting Report– Cllrs. Fortune & Walsh**

18.2 Cllrs. Fortune & Walsh reported on Health & Longevity in Ribble Valley and will report fully to February meeting.

##### **c. Area of Outstanding Natural Beauty Report –Borough Cllr. Elms – Cllr. Elms was not in attendance**

##### **d. Ribble Valley LALC Meeting (28 November) – Cllr. Twist**

18.3 Cllr. Twist reported on Action Aid for Children Hub Clitheroe to support young people, additional funding to repair potholes, Sabden mini roundabout is to be finished, LCC Parish Champion has £10,000 fund to distribute, there are 90 Countryside sites across the County & volunteers are sought. The new Good Councillor Guide is online.

#### **19.Matters brought forward by members**

##### **MATTERS FOR INFORMATION ONLY AS ITEMS NOT ON AGENDA CANNOT LEGALLY BE DECIDED**

19.1 Members expressed concern that the outdoor lights at Bowland High School are very bright and on all night, which was considered to be polluting the night sky. Clerk was asked to write to enquire about the necessity.

#### **20 To consider and approve any actions following numerous letters from a Councillor to the Clerk**

20.1 Members discussed the various correspondence and it was agreed that Cllr. Walsh was fully entitled to ask questions of the Clerk, but these should not be repetitive, nor to cover matters previously minuted. Members noted that Clerk is contracted for 4 hours per week only and it was specified that any motion for agenda must be a formal motion, with proposer and seconder, received by Clerk 10 clear days prior to meeting.

**21 To consider and approve any response from Information Commission Office**

21.1 Clerk had been in contact with ICO and confirmed the response to second ICO complaint which had been sent to the resident 3<sup>rd</sup> or 4<sup>th</sup> August, which had been rejected. ICO acknowledged this & will be in contact again.

**22 To consider how confidential matters are dealt with by Councillors, and where this contravenes Standing Orders and Code of Conduct Members are requested to re-read these prior to the meeting**

22.1 Due to the sensitive and confidential nature of this item, it was

**RESOLVED that members of press and public be excluded for this item. Public and Press left, and resident's recording ceased.**

22.2 Members expressed concern that some documents which should not have been in the public domain had obviously been seen by some residents. This had been happening for some time, which was contrary to Standing Orders & Code of Conduct, which members had signed to comply with. It was considered that, whilst transparency was necessary, some information must be confidential to Parish Council until the relevant meeting. It was agreed that Clerk should mark any information which members are to consider Confidential, and to enquire how individuals known had obtained access to confidential documents.

**23 Date of next Meeting Monday 5<sup>th</sup> February 2018 scheduled for Tosside Community Link**

Chairman thanked all for their attendance & input and closed the meeting at 9.50 pm

DRAFT UNTIL APPROVED & SIGNED