

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 4th FEBRUARY 2019 at SAWLEY VILLAGE HALL, commencing at 7.30pm**

Present: Cllr. H. Fortune (Chairman) Cllrs. 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.

Members were informed that a Councillor was recording the meeting.

1. To receive and approve apologies for absence

Apologies had been received from Cllrs. Curry, & Borough Councillor R. Elms and it was

RESOLVED that these apologies be accepted & approved.

2. To receive declarations of pecuniary or personal interest

2.1 Cllr Park declared a personal interest in Item 6 Planning, relating to Application 3/2018/0017 & took no part in this item.

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 3rd December 2018 (on website)

4.1 Minutes of the Meeting held on 3rd December 2018 had been circulated and it was

RESOLVED that those Minutes be approved and signed as a true & correct record.

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

FOR INFORMATION ONLY

Members to note that no tree work may be carried out within a Conservation Area without Planning Consent.

Land adjacent to highway at Sawley has been acknowledged as owned by LCC.

5.1 Members considered the response from Lancashire County Council to be somewhat ambiguous & Clerk was asked to seek further clarification.

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

- 3/2018/1069 Holden Clough Nursery – amendments to 3/2018/0396 *APPROVED SINCE DECEMBER MEETING*
- 3/2018/1014 5 Gisburn Road B x B – repairs & extension to Listed Building
- 3/2018/1132 Land adj. to Low Barn, Grunsagill Road – New agricultural building for manure, machinery & lambing
- 3/2018/1164 Hague Farm Sawley Road New agricultural building for calves
- 3/2019/0016 Holden Clough Nursery – amendments to 3/2018/0396
- 3/2018/0017 3 Main Street B x B – French windows to the rear

6.1 In addition to the above applications, members had been informed of a number of further, late applications viz. 3/2018/0954 & 3/2019/0074 re. alterations including dividing a wall at Bolton by Bowland School and 3/2019/0078/0079 relating to additional work at 11/13 Main Street, Bolton by Bowland

6.2 There were no objections to be submitted to any of the above applications.

6.3 Members were informed that Application 3/2018/0932 at Bolton Peel Farm had been refused.

7. To receive and consider Parish Lengthsman's Report since December Parish Council meeting and to consider and approve the method of renewal of contract, including rate of remuneration.

7.1 Members received Lengthsman's Report, and discussed this matter, noting that the agreed contract was signed June 2017, with no specified renewal date. It was then agreed that this matter would be investigated by Cllrs. Twist & Willock, with Parish Clerk & Lengthsman was to be kept informed.

8. To consider and approve the requirements for a Parish Council Data Protection Policy and to approve the terms of reference for such a Policy, including Model Publication Scheme & Retention Policy

8.1 Draft Privacy Policy, Draft General Data Protection Policy, Template Retention Policy & Template Model Publication Scheme documents had been circulated prior to the meeting. Cllr. Twist & Clerk were thanked for the work they had done to produce these documents. Following discussion it was

RESOLVED that Parish Council Privacy Policy & General Data Protection Policy be approved, adopted and uploaded to Parish Council website.

Template Retention Policy & Model Publication Scheme were to have further work done by Cllr. Twist & Clerk for circulation prior to March meeting.

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

9.1 Members agreed to retain this item on agendas, whilst acknowledging that this is for community involvement, rather than a Parish Council initiative.

10. To consider and approve any response to the Lancashire Crime Commissioner's Survey

10.1 The Survey was noted & had passed Closing Date for submissions.

11. To consider and approve any response to LCC Survey on Household Waste Collection hours of opening

11.1 This Survey had been circulated and was noted.

12. To consider and approve any actions following Website Working Party meeting held 14th January 2019.

12.1 Cllr. Willock reported on the meeting. Members had discussed a separate individual Councillor email address for Parish Council business, however it had been previously agreed that all correspondence & copy needs to be via Parish Clerk. Members were reminded to copy Clerk in on any correspondence they deal with.

13. Accounts

a. To approve Bank Balance

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

Members to note that Clerk has had discussion with RVBC Head of Finance to clarify Precept calculation; with no issues raised

13.1 Bank balance was reported at £25,178.49

13.2 Invoices for payment since December were:

Parish Clerk (Dec. salary paid following Standing Orders)	£131.80	Cheque 100871
HMRC PAYE to 05.01.19, paid following S. O.	£55.00	Cheque 100872
B x B Village Hall Trust (Dec hall hire)	£20.00	Cheque 100873
Parish Clerk (Jan Salary)	£131.60	Cheque 100874
Parish Lengthsman Invoice 84	£759.51	Cheque 100875

All the above invoices were **RESOLVED to be approved for payment.**

Cheques were signed by Cllrs. Foster & Willock

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 31.01.2019 – Cllrs. Fortune & Twist

c. Ribble Valley LALC Meeting held 09 January 2019 – Cllr. Twist

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

e. To receive and consider any further report from Highways Working Party

14.1 Cllr. Sherras informed members that Ribble Valley Leader of Council had stood down & had been replaced by Cllr. Stephen Atkinson. Borough Cllr. Paul Elms had resigned, however since this was within 6 months of Council Elections, no action was necessary. Ribble Valley Finance Committee would sit on 05.02.19 to set Council Tax & Planning Committee were to hear an appeal regarding the refused planning application for New Ings Farm.

14.2 Cllr. Twist reported on the Meeting which had been addressed by Mr. Clive Grunshaw, Lancashire Police Crime Commissioner who had explained his role, and given statistics. Diane Rice (Head of RV Legal Services) had then informed members on preparation for Borough & Parish Elections on 02.05.19, the process to start on 26.03.19. Parishes were reminded of the need to check defibrillators and details had been circulated for Fizz Free February.

14.3 Cllr. Twist reported on LALC Meeting, when members had expressed concerns regarding speed monitoring: volunteers may not use speed monitoring devices without accompaniment of Police Officer or PCSO; however there were insufficient officers for this. Crime was not being reported to police in many instances; social media of information being alternatively used; however crime figures then suggested less activity which was reflected in less police presence. It also meant that no Crime Number could be used for insurance purposes. Concern had been expressed about the number of speakers allowed at Planning Committee, however it was accepted that this was due to workload & time pressures.

14.4 Cllr. R. Elms had reported that there had been no recent meeting of AONB – Committee would meet in April.

14.5 Cllr. Holt had circulated the negative response regarding lighting at A59 junction at Sawley & members approved that she response, expressing disappointment that this suggested no action until a fatal accident occurred. She agreed to copy Clerk in. Members also noted that the wall opposite Copy Nook Hotel had been partially repaired, but cones were still on site. It was then

RESOLVED that Highways Working Party be dissolved, with a view to re-convene if needed in future.

15. Matters brought forward by members

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

15.1 Clerk had circulated information that an Open Meeting regarding Slaidburn Health Centre would be held on 07.02.19

16. To consider and approve the evaluated scale position of the Bolton by Bowland, Sawley and Gisburn Forest Parish Clerk and modifications to the job description which reflect this (Cllrs. Twist & Willock)

Since this is a matter regarding Staff, Members were recommended to exclude press & public during this agenda item

16.1 There were no members of Public & Press in attendance; Cllr. Sherras left the meeting prior to discussion.

16.2 Cllr. Willock reported on findings, following research on SLCC & Clerk's current Job Description & Contractual Hours. Job Description had not included website uploading, but this has been amended, by agreement. Following discussion and information which had been circulated, it was

16.3 **RESOLVED that Parish Clerk & Responsible Finance Officer Salary be set as circulated, with the increase backdated to 01 April 2018 & hours set within the reviewed contract.**

16.4 Members then discussed Lengthsman's Contract which was to be reviewed. Members considered that more information was needed prior to discussion with Lengthsman, and consideration was needed regarding full expenses. It was further considered that any future decision should be backdated. Clerk was asked to update the Lengthsman

17. Date of next Meeting **Monday 4th March 2019** scheduled for Tosside Village Hall

Members were thanked for their input and Chairman closed the meeting at 8.48 pm