

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 5TH NOVEMBER 2018 at TOSSIDE VILLAGE HALL, commencing at 7.38pm**

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

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

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

Members were informed that a Councillor was recording the meeting.

1.

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllrs. Moorhouse & Twist, also from Borough Councillor R. Elms & LCC Cllr. A. Atkinson & it was

RESOLVED that these apologies be received and approved.

2. To receive declarations of pecuniary or personal interest

2.1 There were No Declarations

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

Public

3.1 There were no matters brought to Members' attention

4. To resolve to confirm the Minutes of the Previous Meeting held on 8th October 2018 (on website)

4.1 Minutes of the meeting held on 8th October 2018 had been circulated and it was

RESOLVED that those Minutes be confirmed and approved.

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

FOR INFORMATION ONLY

5.1 No Matters were brought to Members' attention

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

• **3/2018/0894 Yew Tree Cottage, 13-15 Hellifield Rd. Bolton by Bowland BB7 4NS – amendments to approved 3/2018/0856**

Clerk will update with decisions on recent applications.

6.1 The above application had been circulated and no objection was to be submitted

6.2 Clerk informed members that previously notified applications numbered 3/2018/0727, 3/2018/0741, 3/2018/0770 had all been approved

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

7.1 Parish Lengthsman reported, including that he was painting the railings by Copy Nook. He was thanked

7.2 Members noted various hedges which had overgrown; Cllr. Holt offered to follow these up with Highways & copy Clerk in on her correspondence.

8. To receive and consider any further report from Highways Working Party (Members note that a further letter has been received from Nigel Evans MP following up A59 junction issues)

8.1 Letter from Nigel Evans MP was read, detailing that no lights were to be erected at Sawley A59 junction. Members were less than satisfied with the response, Clerk was asked to write further, evidencing the recent incident between Milk Tanker & car & the hazardous crossing of A59 for a bus, copy in Sarah Waterhouse at LCC Highways.

2.

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 Clerk had met with Cllr. Twist, however in her absence, this item was deferred until December PC meeting.

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

10.1 Clerk had not had time to research this item. Actual powers for such support need investigation, as Broadband support is usually done by Community Groups, rather than Parish Councils.

10.2 Members discussed the actual broadband cover in various parts of the Parish, noting that some areas were much better covered. It was acknowledged that this depended on distance from main box, but also the capacity of wiring from the box & the outlying areas were considered to be comparatively worse. It was

RESOLVED – Clerk to write to Nigel Evans MP to seek support, following Central Government Initiative

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

11.1 Members noted that this item was overdue, but had previously been resolved that any decision be backdated. It was then

RESOLVED Cllrs. Fortune & Willock to meet with Clerk to carry out Annual Appraisal, prior to December Council meeting.

12 Accounts

a. To approve Bank Balance

b. To approve Invoices for payment (with details) since October 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 the purchase of Charles Arnold Baker 11th Edition

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

12.1 Bank Balance was reported as £22,077.35

12.2 Invoices for approval for payment were:

Parish Lengthsman Inv. 77	£449.99	Cheque No. 100862
Parish Clerk October net salary	£131.60	Cheque No. 100863
Parish Clerk expenses	£259.27	Cheque No. 100863

Members noted that expenses included £102.00 for poppy wreaths under Section 137 payments

12.3 Clerk informed members that there was a limited Delegated Power for urgent expenditure previously included in Standing Orders amended May 2107. Members had discussed & resolved an amendment at October meeting, and **RESOLVED that May 2017 Amended Standing Orders have a slight alteration in line with October 2018 Minutes. Clerk to reword this further amendment & to circulate to members for final approval at December meeting.**

12.4 & 12.6 Ribble Valley Head of Finance had verbally confirmed that Concurrent Functions Grant would be payable in full. This Grant & Draft Budget & Precept had been circulated following Finance Working Party discussions. Members expressed thanks to Cllr. Sherras for the lift in Concurrent Functions Grant, but also wished to follow due diligence and It was therefore

RESOLVED that a final decision on both Concurrent Functions & Precept Order be deferred, pending written clarification from Ribble Valley Finance Team. This would need submission following December meeting.

12.5 Details of latest edition of Charles Arnold Baker had been circulated. Clerk had discussed with Mellor Parish Council, who had agreed to fund 50% of cost of purchase. Members then

RESOLVED to match Mellor Parish Council's 50% funding; Clerk to order one copy for joint usage.

13 To receive reports from meetings

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

b. Ribble Valley Parish Council Liaison Meeting Report– No meeting since last PC meeting

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

13.1 Cllr. Sherras updated Council that, following the recent lost Planning Appeal for development in Longridge, Ribble Valley now needs to consider a 20% buffering allowance for housing development. He reminded Council of HED DPD Planning Consultation process between 27.11.18 & 30.11.18

13.2 Ribble Valley Parish Liaison Meeting on 22.11.18 will include GDPR matters

13.3 Cllr. R. Elms was not present & therefore there was no AONB Report.

14. Matters brought forward by members

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

14.1 Cllr. Foster had been contacted by a resident from A59 at Parish Boundary. New mileage signage had been erected on A59 which obscured her view for exiting onto A59, creating a hazard. No prior notice had been received. Cllr. Foster had contacted RVBC Officer Steven Barker who had agreed to look into the matter.

Members understood the perceived hazard, which was considered to be a matter for LCC Highways.

14.2 Chairman reported that LCC Highways had installed a new drain into the beck at Acresfield Corner, which should be a significant improvement to earlier flooding & ice at the junction.

14.3 Poppy wreaths were handed out for each village; Members were reminded of service times for Remembrance Day:

10.00am at Bolton by Bowland, then Flames at 7.00pm, followed by refreshments in the Village Hall
11.00am at Sawley War Memorial, then Village Hall

3.00 pm at St. Bartholomew's, Tosside then Village Hall

15. To consider and approve any update from the Inquiry Panel, and any action required.
Members to note that they may consider this matter to be confidential and sensitive and may resolve to exclude Press & Public and no recording to be allowed of that item of the agenda.

15.1 Members considered this item to be a Confidential & Sensitive Matter and therefore

RESOLVED that Press & Public be excluded from the meeting and that no recording take place.

Borough Councillor, Parish Lengsthman & Clerk then left the meeting.

15.2 Members discussed correspondence received and it was

RESOLVED that the letter prepared by the Inquiry Panel be sent to the resident by recorded delivery, in response to his complaint.

15.3 Clerk returned to the Meeting & was instructed to send the letter as resolved at 15.2

16. Date of next Meeting Monday 3rd December 2018 scheduled for Bolton by Bowland Village Hall

Chairman thanked all for their attendance & input and closed the meeting at 9.14pm