

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 5TH MARCH 2018 AT SAWLEY VILLAGE HALL**

Present: Cllr. H. Fortune (Chairman), Cllrs. A. Clements, A. Foster, L. Holt, R. Park, E. Twist, M. Walsh, I. Willock, P. Wilson Also in attendance ; Parish Clerk & 30 members of the public

Chairman welcomed all to the meeting and apologised for the delay due to his other commitments

Chairman informed all that 3 people were recording the Meeting

1. To receive and approve apologies for absence

1.1 Apologies had been received from Parish Cllrs. C. Curry, E. Moorhouse & Borough Cllrs. R. Elms & R. Sherras (due to RVBC meeting)

RESOLVED that these apologies be accepted and approved

2. To receive declarations of pecuniary or personal interest

2.1 There were no Declarations made

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

3.1 A number of Sawley residents spoke at length regarding the Class Q application 3/2018/0061, land adjacent to Southport House. Parish Clerk had sent in comments to Ribble Valley Planning Officer, following February Parish Council meeting, which some residents and 2 councillors felt should not have been sent. It was explained that the application 3/2012/0797 for Static Caravan / Lodge Park on the site, with amendment 3/2016/0101 to this approved application was still extant & therefore could go ahead. Class Q application 3/2018/0061 was to convert one of the existing poultry sheds to a block of 3 dwellings (3 bedroom & 2 x 4 bedroom), with 3 parking spaces each. Class Q is more complex than planning process, is not governed by Ribble Valley Core Strategy, but by National Planning Framework, determined by Planning Officers. A lengthy discussion took place, allowing residents to contribute, since some wanted no development, others had preferences. A show of hands was taken for residents' views with 10 in favour of Class Q approval, 0 wanted Holiday Lodges and 5 were against Class Q approval.

3.2 Councillors then discussed the application & whether comments made could be withdrawn. As these were in the public domain, guidance was that they could be amended. It was pointed out that the number of residents present may not be the overall view of Sawley residents & care was needed in any comments made. It was then **RESOLVED – Clerk to draft further comments based on facts, circulate these for approval. She emphasised that, as strict 21 day period had elapsed, a swift response to draft comments is needed.**

3.3 Residents left the meeting, except one resident, who was recording the meeting, as were 2 members of Parish Council

4. To resolve to confirm the Minutes of the Previous Meeting held on 5th February 2018 (on website)

4.1 Following previous comments made regarding comments on planning submitted by Clerk, councillors disagreed about approval of February Minutes. It was noted that care to ensure acts following resolution to be made in future, however it was

RESOLVED by majority decision that the Minutes of the meeting held on 5th February 2018 be approved & signed.

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

5.1 There were no Matters Arising not covered on the Agenda

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

- 3/2018/0061 – Land adjacent to Southport House, Sawley Class Q approval and to note any comments from Planning Officers to clarify position
- 3/2018/0116 – Knotts Farm, Knotts Lane, Tosside BD23 4SJ – Discharge of conditions (archaeological survey) from approved 3/2016/0168
- 3/2018/0125 – Dyers Cottage, Sawley BB7 4LU – Listed consent, like for like new windows & doors
- NOTE –3/2018/0005 – Fooden Old Hall, Fooden Lane, Bolton by Bowland – Members have been informed that this application has been withdrawn

6.1 Members had previously resolved actions on 3/2018/0061, there were no objections to the other applications noted in the Agenda

7 To consider and to approve to disband the Neighbourhood Plan Steering Group

7.1 Members considered that, since the Neighbourhood Plan had been withdrawn, the Steering Group was no longer necessary and it was therefore

RESOLVED unanimously that the Neighbourhood Plan Steering Group be disbanded.

8 To receive and consider Parish Lengthsman's Report and to note that Concurrent Functions Grant of £2250 has been received for Lengthsman Grant. To receive the response by LCC Highways regarding re-siting of SPID in Bolton by Bowland

8.1 Clerk read out Lengthsman's Report, members noted that Concurrent Function Grant had been received. Members commented that the SPID in Bolton by Bowland was effective in slowing traffic down. There had been no response from LCC Highways, which was to be followed up.

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

9.1 Clerk explained that LCC Parish Champion application process had changed & she awaited a response. Members therefore awaited the response by 31st March before ordering a wooden bench, as previously approved.

Following approval by members, Chairman brought forward Item 15 of the agenda at this point

15. To consider how the Parish Council's website can be promoted and to consider and to approve any changes or further information which should be published on it.

15.1 Following discussion at February meeting, Parish Council Website Working Party had exchanged ideas by email & agreed to meet to develop ideas further at a meeting to be arranged as soon as possible. Members discussed how Neighbourhood Plan material should be retained and it was

RESOLVED that Neighbourhood Plan matters will all be in Archive Section, and Neighbourhood Plan header be removed.

10. To consider and approve where, when & how agreed comments from February Parish Council meeting should be published

10.1 Members had previously agreed that the comments made against a Parish Councillor, by a County Councillor be published, however the detail to be included was not clarified, various comments were made. It was therefore agreed that clarification, with redacted email & exact time of emails be circulated and all to be approved for publication on Parish Council Website News Section, at April Parish Council meeting.

11. To consider and approve any response to be made to Utility Priority Services Register

11.1 Clerk had circulated brief note about the Register, which is for the vulnerable to be on a register in order to receive priority treatment in emergency situations e.g. power cut. She was asked to circulate further information.

12 To receive and consider any report from Highways Working Party, residents' request for update and any actions for approval regarding flooding at Acresfield Corner, Grunsagill

12.1 Highways Working Party had met and discussed how to achieve priorities demonstrated at November Open Meeting : a) Lighting at Sawley Road junction with A59 b) Speed of traffic through villages, highlighting particular areas of hazard c) Lack of sufficient car parking in Bolton by Bowland

12.2 Working Party wished to work with residents, but felt it was better to focus on several points, rather than a very wide approach. Greater information on individual reporting, repeatedly on potholes was agreed to be more effective than a letter from Clerk. An individual letter to County Councillor Atkinson (since Highways is the responsibility of Lancashire County Council), from residents suggesting issues raised was to be circulated for members' consideration, and a questionnaire asking for views of Bolton by Bowland residents regarding options for parking. Clerk had emailed LCC Cllrs Atkinson, Smith, Iddon & Snowden, also LCC Highways officers, no response to date.

12.3 There had been no response from LCC Highways regarding Acresfield Corner

13 To consider and approve any actions for the existing defibrillator in Bolton by Bowland, and to consider and approve any additional defibrillator provision

13.1 Clerk informed members that she had written to the family who had donated In Memoriam funds for a replacement defibrillator, and the Cycling Club who had offered £500 towards this, seeking their views on a further defibrillator. Cycling Club will honour their promise, however there had been no response to date from the family.

14 To consider whether a Working Party should be set up to report on the General Data Protection Regulations, effective 25th May 2018 : Clerk has circulated information by email

14.1 Clerk recommended that a Working Party be set up in order to ensure compliance, however members wished to wait until more information is available, probably from Ribble Valley Borough Council. Members agreed this should stay as an Agenda Item until resolved.

15 Accounts

a. To approve Bank Balance, and Bank Reconciliation, with Actual figures to 31.12.17, which have been circulated to signatories on email

Clerk & Cllr. Foster agreed that he had checked Bank reconciliation, which was in order.

Bank Balance was reported at £17,188.68

b. To approve Invoices for payment with details since February meeting

Lancashire Best Kept Village	£15.00	Cheque No. 100823
Parish Clerk February salary & expenses	£319.45	Cheque No. 100824
Parish Lengthsman Inv. 64	£361.18	Cheque No. 100825

RESOLVED – the above invoices were approved for payment

c. To receive updated Profit & Loss figures for the Heritage Trail Grant

Clerk had circulated the information received to members. She was asked to ascertain stock & sales figures for the booklet and report these to members.

d. To consider and approve any insurance matters, following Renewal Notice

Clerk informed that Insurance renewal documents were not due to be received until May

16 To discuss and approve arrangements for the Annual Parish Meeting – members to note this is not the Annual Parish Council meeting, which must legally be held in May

16.1 Clerk explained that this is a legal requirement, where residents and groups are invited to present a report & to meet others. Members suggested the groups listed in Neighbourhood Plan be circulated, and a list of contacts be supplied to Clerk in order to invite all to meeting for April, to be held separately, prior to usual Parish Council meeting.

17 To receive reports from meetings

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

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

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

17.1 There being no Borough Councillors present, no reports from Items 17 a) or 17c) were given, .

Under 17 b) Ribble Valley Parish Liaison Committee is not due to meet until late March

18. Matters brought forward by members

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

18.1 Concern was expressed regarding the number of large tipper wagons travelling up Sawley Brow, emptying, then proceeding through Sawley village. Members were to research matters further.

19 Date of next Meeting Monday 9th April 2018 scheduled for Bolton by Bowland Village Hall

NOTE THIS IS SECOND MONDAY, DUE TO EASTER WEEKEND

Members were reminded of the date of the next meeting, Chairman thanked all for their involvement & closed the meeting at 9.38 pm