

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 5<sup>th</sup> DECEMBER 2016 AT BOLTON BY BOWLAND VILLAGE HALL**

**Present:** Cllr. E. Twist (Chairman), Cllrs. A. Clements, C. Curry, A. Foster, H Fortune, R. Park, M. Walsh, P. Wilson, ,  
**Also in attendance :** Clerk. Ribble Valley Borough Councillor R. Sherras, 8 residents

**Chairman welcomed all to the meeting**

**1. Apologies for Absence**

1.1 Apologies for absence had been received from Cllrs. L. Holt, E. Moorhouse, I. Willock.

In addition LCC Cllr. D. Smith had sent apologies. It was

**RESOLVED that these apologies be received and approved.**

**2. Adjournment for Public Session**

2.1 A resident from Tosside area raised several points of objection ; leaflets regarding Neighbourhood Plan had not yet been distributed in all of Tosside, the meeting agenda had not been posted up in Tosside and had FAO An Individual's Name written at the top

2.2 Another resident from the Holden area wished to note objections to the conduct at the two previous Parish Council meetings he had attended and queried the cost of the Neighbourhood Plan.

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

3.1 There were no declarations.

**4. To Resolve to Confirm the Minutes of the previous meeting (held on 7<sup>th</sup> November 2016)**

4.1 The Minutes of the meeting held on 7<sup>th</sup> November 2016 had been circulated and it was

**RESOLVED that the Minutes be signed as a true and complete record.**

**5. Any Matters Arising from the Minutes not on the Agenda**

5.1 Members were informed that the damaged wall near the car park in Bolton by Bowland had been lowered and repaired under Ribble Valley Borough Council instructions.

5.2 Cllr. Foster was thanked for arranging the Defibrillator Training which has taken place in Sawley and Bolton by Bowland Ward ; still to take place in Tosside. The training was acknowledged to have been excellent.

5.3 Members were asked to in future consider support for a Defibrillator for Bolton by Bowland Village Hall due to a recent incident.

5.4 Thanks were expressed to Cllrs. Clements and Willock for the production of the Neighbourhood Plan leaflet. (Cllr. Walsh wished it to be recorded that she had not agreed to the final leaflet). Thanks were also expressed to Cllr. Holt for co-ordinating distribution in Bolton by Bowland and Tosside areas of the parish. Cllr. Fortune will complete distribution in Tosside, and it was noted that no leaflets were to be distributed in the Sawley Ward. Copies of the Neighbourhood Plan can be accessed in each of the Village Halls and further copies are held by Clerk and Cllr. Clements for loan purposes. The Plan and supporting documents are also on the Parish website.

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

6.1 Planning Applications had been circulated for comments ;

- 3/2016/1035 & 1036 – Coach & Horses, Bolton by Bowland
- 3/2016/1093 – Hr. Greenhead Farm, Sawley
- 42/2016/17496 –Land to West of Hellifield Station

Cllr. Park reported that the applicants for Coach & Horses had been to see him as they were in disagreement with Planning Officers regarding the proposed demolition of 1970's Accrington Brick toilets, which are part of the Listed Building. Members were sympathetic to the proposed enhancement within the application and wished to support the development, within planning constraints. It was pointed out that the applicants can appeal against a decision made by the Planning Department or Committee.

**RESOLVED – Clerk to write in support of Coach and Horses, asking Ribble Valley Planning to expedite the application if at all possible. No objections to Application 3/2016/1093 or to the Craven application which members noted**

Clerk had circulated an updated list of decisions.

**7. To consider the appointment of Examiner for the Neighbourhood Plan.**

7.1 Cllr. Sherras explained there is a panel of Planning Inspectors, which Ribble Valley Borough Council (who have the responsibility for the appointment) have access to and will consider in January, however budget constraints may raise an issue with this. The Parish Council may have a preference, but would need to demonstrate good reason not to approve Ribble Valley Borough Council's choice. Members discussed options, strong feelings were expressed that this must be Parish Council, not Steering Group decision, but an invitation to Kirkwells could be advantageous and it was

**RESOLVED that, if a decision be needed prior to next scheduled Parish Council meeting, then an Extraordinary Meeting would be convened for this one item.**

**8. To consider and approve responsibility for Neighbourhood Planning matters until Examination Report is published**

8.1 Cllr. Clements advised members that there was little to do during the consultative period, but all needed to be aware that there are 126 pages of supplementary documents to the overall Neighbourhood Plan, which are on the Parish website. Kirkwells have one part of their contract remaining ; to advise Parish Council following the Examination at a cost of approximately £600.00. This will be more than covered by the £2,000 originally agreed in Parish Council budget, as yet unused. The Grant application to AONB as noted in September Minutes is to be submitted by Clerk before the end of December and a breakdown of costs and funding was requested for circulation. Discussion followed regarding any future actions, but members agreed there were currently no actions necessary

**9. To record and consider the Parish Lengthsman's Report : discuss and approve Parish Lengthsman's Contract**

9.1 Clerk reported that, further to November meeting she had contacted Mr. Waddington requesting his insurance details, but thus far he had not supplied them and was not in attendance to give a report.

**RESOLVED – This item was deferred, awaiting Mr. Waddington's response.**

**10. To consider any training for Councillors or Clerk in next financial year**

10.1 Chairman had recently attended LALC courses on Chairmanship and Finance, at her own expense, both courses she had found most useful. Clerk has attended New Clerks & Councillors, Finance, Planning and has just registered for Certificate in Local Council Administration. She outlined future LALC training timetable to members. Following discussion it was agreed that Chairman had completed training to benefit Parish Council and it was therefore

**RESOLVED – Clerk to contact LALC for invoice in order that Chairman be reimbursed.**

**11. To consider any response to the Council Tax Referendum**

11.1 This matter was discussed and noted.

**12. To consider any response to Ribble Valley Ward Boundary changes**

12.1 The details and map for this matter had been circulated ; Cllr. Sherras suggested that there may be few changes affecting the Parish, however there is the possibility of a reduction of one of Sawley Ward Borough Councillors. His offer to monitor developments was welcomed.

**13. To consider and approve Standing Orders**

13.1 Chairman and Clerk had considered then circulated a first draft, using SLCC guidelines. Members had some concerns regarding anomalies between the legally binding clauses (as per NALC on Parish Website) and Draft Standing Orders circulated. It was therefore

**RESOLVED – Clerk to seek guidance for updated NALC format and circulate. Members to send comments to Clerk for inclusion in next draft.**

**14. To consider a Draft Complaints Procedure**

14.1 Clerk had circulated documents for this agenda item to members. Due to other commitments some members had not had the opportunity to evaluate the documents and as some members were absent, although members wished to progress with this item, all were requested to read the documents prior to February meeting and send any and all comments to Clerk and it was **RESOLVED to defer this matter to February meeting.**

**15. To consider future Working Party meeting to review policies for recommendation and approval by Council**

15.1 Members views differed over this item, it was considered that some policies were mandatory, others advisable, whilst not all would be necessary. It was accepted that draft policies could be circulated for amendment by the whole Parish Council which would be more open and seen to be so, however this may well delay the implementation of policies due to the time constraints of a full Parish Council meeting. Some members felt that, as Clerk had advised, a Working Party would more easily assimilate the necessary processes, however could approve nothing, since any decision would be made by full Council. Following discussion it was

**RESOLVED – That this item to be deferred to February meeting and members to consider what policies would be appropriate, Clerk to research how other Parish Councils make progress.**

**16. Accounts** Clerk apologised that she did not have reconciled figure to hand, but would include it in the Minutes

16.1 **Bank Balance** as at 30.11.16 £27,018.88

16.2 **Invoices for approval :**

Sawley Village Hall – Nov room hire)	£15.00	Cheque 100761
PWD printing leaflets & NP booklets	£352.00	Cheque 100762
T. Taylor net salary Nov + expenses	£189.50	Cheque 100763

**RESOLVED – all the above invoices were approved for payment**

16.3 It had been agreed in previous Minutes that a suitable donation for Defibrillator Training in each ward would be sent to North West Ambulance, however actual details were unknown and it was therefore

**RESOLVED – Cllr Foster to liaise with Clerk and an agreed sum of £100 per ward was to be donated under Section 137**

16.4 Following actual figures to end of September circulated at November meeting, Clerk circulated calculated figures for the Precept for 2017.18, using NALC format for the calculations. Members discussed the figures and options for any village enhancements, whilst considering the community impact of any precept calculated and it was then

**RESOLVED – that the Chairman and Clerk sign the Precept Order for £2,505 for financial year 2017.18.**

**17. To receive reports from meetings**

17.1 **Ribble Valley Borough Council** Cllr. Sherras informed that most items had already been dealt with, however a TTRO had been issued for a road closure in Tosside Ward –Cllr. Fortune agreed to place this on the Notice Board. Cllr. Sherras had comments regarding Boundary changes ,in the Easington area, down by Bolton by Bowland & he would be making representation to Boundary Commission

17.2 **Ribble Valley Parish Council Liaison Meeting** – There had not been a meeting of this Committee

17.3 **Ribble Valley Local Association of Parish Councils** –Clitheroe Council Chamber, Tuesday 8<sup>th</sup> Nov. 7.00pm. Due to other commitments, no member had been able to attend this meeting.

**18. Matters brought forward by Members**

18.1 Members had some concerns that Cllr. Sherras's notes regarding eligibility of voting rights should The Neighbourhood Plan go to Referendum needed to go on the website as a matter of urgency, as did November Minutes now approved. It was therefore agreed that Cllr. Clements and Clerk would contact e-mango & request these be uploaded as soon as possible.

**Chairman thanked all for their input and closed the meeting at 9.15 pm**

**Date of the next scheduled meeting – Monday 6<sup>th</sup> February 2017 at Tosside Community Link**

**Members were reminded that an Extraordinary Meeting may be convened, if necessary, to agree the appointment of the Neighbourhood Plan Examiner.**