

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 5TH FEBRUARY 2018 AT TOSSIDE COMMUNITY LINK**

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

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

Chairman welcomed all to the meeting.

Chairman informed all that 2 people were recording the Meeting

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllr. Twist & Borough Councillor R. Elms and it was

RESOLVED that these apologies be accepted and approved

2. To receive declarations of pecuniary or personal interest

2.1 Cllr. Twist had asked it be recorded that, if present, she would have declared an interest in Planning Application 3/2018/0061. During the meeting Cllr. Holt declared an interest in application 3/2018/0079 and would not take part in any discussion or vote.

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

3.1 A Resident objected that the comments he had made during Public Session of December meeting, calling for some Parish Councillors to resign had not been minuted. He repeated the comments.

3.2 Several residents were in attendance to ask Parish Council to object to Planning Application 3/2018/0005. They explained their reasons, which were then discussed during the meeting, under Agenda Item 6.

4. To resolve to confirm the Minutes of the Previous Meeting held on 4th December 2017 (on website)

4.1 Following the comments made by the resident, members discussed whether any amendment to Minutes was necessary. It was accepted that, legally, the only minutes necessary are for any decisions resolved, however if other matters are included, an "all or nothing" approach should be used, to avoid any suggested bias. Following the discussion, it was

RESOLVED by a majority vote that the Minutes of the meeting held on 4th December 2017 be approved & signed

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

- **Members have been informed that Information Commission Office has closed the file on complaints by a resident**

5.1 Members wished to record thanks to Parish Clerk for the additional work to finalise this complaint.

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

- **3/2017/1097 -Brookside Cottage, Grunsagill Road, Tosside – single storey porch to side**
- **3/2018/0005 – Fooden Old Hall, Fooden Lane, Bolton by Bowland – Barn 1 to 1 dwelling, Barn 2 to 4 dwellings**
- **3/2018/0030 – Peel Croft, Holden Lane, Bolton by Bowland – change to occupancy restriction from approval 3/1984/0125**

NOTE – that applications 3/2017/0171/173 Dog & Partidge, Tosside have now been approved

6.1 Members discussed the above applications, and were also made aware of other applications which Clerk had just been notified,

- 3/2018/0031 – Ribbledene, Sawley Road, Sawley –demolition of dormers & chimney stack, with new extension
- 3/2018/0047/0048 – 11/13 Gisburn Road, Bolton by Bowland – reversion to 2 x 2 bed cottages
- 3/2018/0061 – Class Q Prior Approval, land adjacent to Southport House, Sawley Road, Sawley – 3 poultry sheds to dwelling
- 3/2018/0062 -Middle Flass Lodge, Settle Road, Bolton by Bowland – conversion of garage to Holiday Let, and new garage
- 3/2018/0079 – New Ings Farm, Hellifield Road, Bolton by Bowland – conversion of a barn to 2 dwellings

Members commented that, as notice for the additional applications had been very recently received, it was difficult to give due consideration prior to Parish Council meeting, within 21 day notice period.

6.2 Members discussed the above applications and

RESOLVED – No objections were to be lodged at this stage against applications 3/2017/1097, 3/2018/0030, 3/2018/0031, 3/2018/0047/0048, 3/2018/0062.

Application 3/2018/0005 was discussed at length. Concern was expressed that residents did not seem to have received prior notice, which may be grounds for extension of the timeframe. Particular planning issues raised by members included ; access down a private road without passing places, through a working farm yard, the proximity of Grade 2* Listed building, sight lines at the access to Gisburn Road and the number of dwellings proposed. It was **RESOLVED Clerk to send in letter of objection, giving the above reasons.**

Application 3/2018/0061 was discussed, the site has had planning history. Members were informed that this is a Class Q (A&B) prior notification only, and Ribble Valley Planning Officer had explained that this does not follow usual planning law, however comments could be made. Following discussion, Clerk was asked to send in comments to Planning.

7. To receive and consider Parish Lengthsman’s Report and to receive a Report from Ribble Valley Borough Cllr. Sherras regarding current & future funding for Lengthsman Grant. To receive the response by LCC Highways regarding re-siting of SPID in Bolton by Bowland

7.1 Members were queried about an additional SPID which has been seen near Sawley Village Hall, but no further information was available. The residents left the meeting at this point.

7.2 Clerk read the Parish Lengthsman’s Report, which was approved. A query was raised about the actual cost compared to the budget, which may need consideration in future.

7.3 There had been no response from County Council Highways regarding SPID

7.4 Cllr. Sherras updated members that Ribble Valley Borough Council has now resolved to maintain Lengthsman Grant for the current & next financial years, but will cut that support in following year. Cllr. Sherras was thanked for the Report and given approval that this Parish Council asks him to continue to support the maintenance of the grant.

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

8.1 Clerk informed that to date, no response had been received from Parish Champion. No order had yet been placed for a bench.

9. To further consider any actions to be taken in Bolton by Bowland & Sawley regarding RAF 100 (Tosside previously agreed to commemorate)

9.1 Cllr. Foster reported that Sawley will commemorate this occasion, but details are not yet finalised. Cllr. Park will discuss the matter with Bolton by Bowland War Memorial Committee and inform Clerk who will contact RAF 100.

10. To consider and approve any actions to be taken regarding defibrillator in Bolton by Bowland, Insurance Claim, Donations received & offered

10.1 Clerk informed members that £400 had been received as an In Memoriam donation towards a replacement defibrillator. £845 had been received from Insurers against a cost of £945 + VAT, allowing for the policy excess of £100. She had been made aware of verbal offers by Rounders Team, and Cycling Team & wished resolution for actions. Members discussed the matter, and Cllr. Foster was thanked for all of his efforts, agreed the cabinet was not to be locked, Insurers have been notified of this. Members further discussed re-siting to the outside of Coach & Horses, Cllr. Clements will speak to Manager. Further discussion regarding donations took place and it was **RESOLVED-Clerk to contact family and Cycling Club, to explain the current situation & enquire whether they wished to donate towards an additional defibrillator.**

11. 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

11.1 Highways Working Party had not met. Cllr. Wilson had notified Highways on line about 2 matters, without action or response. Members were informed that a Holden resident was in correspondence with Highways Team (David Herbert). Clerk had chased up the earlier notification she had submitted regarding Acresfield, without response. Members noted the 30mph & “sharp Bend” sign on Hellifield Road needed attention. The view was expressed that there is a need to monitor Highways matters.

12. To consider any actions to be taken regarding the Great British Spring Clean 2nd to 4th March (details circulated)

12.1 The details were noted.

13. To approve any further Councillor or Staff Training (Chairmanship Workshop Thursday 8th March)

13.1 No Training was sought currently.

14. To consider Sawley Village Hall invoices in support of the grant funding and any actions from these invoices – report by Cllrs. Foster & Twist

14.1 In Cllr. Twist's absence, Cllr. Foster reported that he had attended Sawley Village Hall Trustees meeting. The Trustees are happy with current arrangements ; invoices supplied to Clerk are averaged across the year, for maintenance & cleaning. He had explained that the Parish Council Grant is for capital items, rather than maintenance.

15. To consider any Village entries for Lancashire Best Kept Village Competition (Tosside entered Hamlet Class in 2017)

15.1 Members considered any entry and then

RESOLVED that Clerk will submit an entry for Tosside in the Hamlet Class

16. To consider whether a Working Party should be set up to report on the General Data Protection Regulations, effective 25th May 2018 : Clerk attended a Training Webinar, but specifics need consideration & approval

16.1 Clerk explained some of the changes expected regarding the new legislation, with particular impact on those using personal email addresses for Parish Council business. As part of this, full consideration will be needed to the holding, amending and disposal of records, in computer, but also hard copy. Clerk is moving house so will not have storage space. Members therefore

RESOLVED to support storage costs split between Clerk, & each of the 2 parish Councils for cost each of £6 per week. Clerk to circulate further information for consideration at March meeting

Consideration is to be given to obtaining quotes for electronic scanning of all records, then storing via Cloud Storage.

17. Accounts

a. To approve Bank Balance, and Bank Reconciliation, with Actual figures to 31.12.17

Clerk apologised, due to personal commitments she had not circulated current information correctly. Members agreed that this be circulated to signatories for checking prior to March meeting.

Bank balance was reported as £16,803.38

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

Invoices: E-mango website support to 17.02.19	£345.60	Cheque No. 100818
Parish Clerk, net salary Dec & Jan.	£263.60	Cheque No. 100819
B x B Village Hall, Highways & Dec meetings	£40.00	Cheque No. 100820
Tosside Community Link meeting February	£15.00	Cheque No. 100821
Lengthsman – invoice # 61	£1,200.50	Cheque No. 100822

It was **RESOLVED that the above invoices were approved for payment**

c. To receive updated figures for the Heritage Trail Grant

Heritage Trail booklet sales had now achieved £240. The booklet had been the subject of an article in "Ribble Valley" magazine. Mr. Darlington was to be congratulated, and Clerk was to ask for full Profit & Loss figures.

18. To receive reports from meetings

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

Cllr. Sherras reported that Ward Councillor representative figures have now been updated, without changes to Bolton by Bowland, Gisburn Forest & Sawley Parish Council ; 7 for B x B, 2 each for Sawley & Tosside. Borough Council is consulting on Clitheroe Interchange.

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

Cllrs. Fortune & Walsh had been unable to attend this meeting, and Cllr. Sherras had updated as part of his report.

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

In Cllr. Elms' absence, no report was available

19. Matters brought forward by members

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

19.1 Cllr. Curry informed members of the wish that Clitheroe Area becomes Dementia Friendly. Due to her employment, she is qualified to give Dementia Awareness workshops to small groups.

19.2 Cllr. Willock gave members some breakdown on statistics from the website. It was felt that the website may be increasingly used if promoted more. Members considered deleting Neighbourhood Plan from website header, but all articles to remain in Archive Area, however Clerk recommended delay until Data Protection legislation is clarified.

20. Date of next Meeting Monday 5th March 2018 scheduled for Sawley Village Hall

Chairman thanked all for attending and closed the meeting at 9.35pm