

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 5th JUNE 2017 AT TOSSIDE COMMUNITY LINK**

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

Also in attendance: Ribble Valley Borough Councillor R. Sherras, Clerk. and 6 residents (inc. Parish Lengsthman)

Chairman welcomed all to the meeting

1. To Receive and Approve Apologies for Absence

1.1 Apologies for absence had been received from Cllr. R. Park & RVBC Cllr. R. Elms. It was **RESOLVED that these apologies be received and approved.**

2. Adjournment for Public Session

2.1 A resident read her submission to Parish Council which referred to previous correspondence. Copy had been sent by email to Parish Clerk late on the day of the meeting, but this would be circulated.

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 8th May 2017)

4.1 The Minutes of the meeting held on 8th May 2017 had been circulated to members : it was emphasised to residents that Minutes were on the Parish website (this was acknowledged by residents) and it was **RESOLVED that the Minutes of 8th May 2017 be signed as a true and complete record**

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

5.1 Members noted that Coach & Horses pub is once again open, and the improvements look well.

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

- Schedule 19 Consultation regarding site allocation within the Borough
- 3/2017/0327/0328/0474 Coach & Horses- retention of unauthorised signage

RESOLVED – Letter of support be sent for the above applications, noting the improvements carried out at the site. Schedule 19 contents had been circulated & were noted. *The Clerk had circulated any decisions made on previous applications as Supporting Documents*

7. To consider any action to be taken regarding speeding through the villages, following discussion at May meeting and appointment of a Working Party (Cllrs. Clements, Holt, Wilson, Moorhouse, also to invite County Councillor). The Working Party had not met.

8. To consider and approve Ribble Valley Borough Council's appointment of Examiner for the Neighbourhood Plan

8.1 Email from Colin Hirst had been circulated to Members, who agreed that this was a matter of agreeing the process of appointment. It was then

RESOLVED Clerk to confirm Parish Council's agreement that Ribble Valley Borough Council's recommended company be appointed to carry out Examination of the Bolton by Bowland & Gisburn Forest Neighbourhood Plan

9. To consider and approve any further actions for proportional representation on Parish Council for each village. Clerk had been in contact with Ribble Valley Borough Council Legal Department, but clarification was needed regarding the number of elector signatures required for a Community Governance Petition. Clerk was asked to obtain further clarification.

10. To consider and approve any actions to be taken regarding Neighbourhood Plan correspondence, files supporting documents and a resident's request to view the information held.

10.1 Members discussed options for this and various points were made on the suggested way forward. It was **RESOLVED that the Neighbourhood Plan Steering Group be re-convened in order to answer queries as efficiently as possible, and that Clerk draw up a definitive list of queries received. The Steering Group is a Working Party of Parish Council, therefore can meet without agendas, and at a house, but no response is to**

be sent to queries without prior approval by Parish Council

11. To receive and consider Parish Lengthsman's Report ; To further consider & approve Parish Lengthsman's Contract (This item was deferred from March meeting)

11.1 This item had been discussed by Cllr. Park & the Lengthsman, but not finalised. In the absence of Cllr. Park, it was agreed that minor alterations to be defined by Chairman, Lengthsman & Clerk as soon as possible.

11.2 Parish Lengthsman's Report was read, it was also noted that he intends to paint railings on Settle Road.

11.3 Following discussion regarding the benches at Netherwood, Lengthsman will sand & varnish "Jubilee Bench", and Cllrs. Curry & Holt will investigate ownership of "Wl Bench" which needs repair / replacement.

11.4 Cllr. Twist had been approached regarding ownership of a bench in Sawley ; she will look into this further.

12. To consider and approve Working Party Report for residents and other relevant queries ; to consider and approve a response by Parish Clerk to a Freedom of Information request from a resident

12.1 Working Party had not met, but Clerk had circulated a suggested response to the Freedom of Information request, refusing to respond due to time & costs basis, which members felt to need an update, in view of resolution 10.1 earlier. Members expressed frustration that, as it had been agreed that Steering Group did not need to meet, no adequate response had been possible. Clerk explained that a response to a Freedom of Information must be made within allowed timeframe, even if that response was a refusal, within the rules. It was then

RESOLVED- Clerk to update & circulate response by email, with very short time frame, the response to be sent unless majority objection from Councillors.

13. Accounts

13.1 Bank Balance – at £23,764.16

13.2 To approve Invoices for payment

Sawley Village Hall (April meeting)	£15.00	Cheque 100789
Parish Clerk (May net salary)	£131.80	Cheque 100790
Lengthsman (invoice 42)	£492.58	Cheque 100791
Tosside Community Link (June)	£15.00	Cheque 100792
Bolton by Bowland V.H. (Heritage Trail)	£500.00	Cheque 100793

13.3 To consider and approve any financial support for the Heritage Trail Members discussed this, following Minute 14.4 of April, when no resolution was made ; however Craven Trust has now given £500 of support.

Following a discussion, when parity for each village was a necessary consideration for future support, it was

RESOLVED by majority vote that £500 be sent to Bolton by Bowland Village Hall Treasurer for Heritage Trail Booklet support, subject to the Parish Council Grant Process, but also that Mr. Darlington provides a quarterly budget update to Clerk, for circulation. The other invoices detailed above were approved.

13.4 Audit Review Points – Clerk informed members that BDO had enquired about a couple of minor matters relating to Precept level versus Reserves held, which she had explained as due to major issues in previous years.

14. To receive reports from meetings

14.1 Ribble Valley Borough Council Report by Borough Councillors Cllr. Sherras made particular note that A682 will be closed last week in June. He offered to update members on Boundary Commission Electoral decision when available.

14.2 Ribble Valley Parish Council Liaison Meeting : Next meeting will be 16th June 2017 ; Cllrs. Fortune & Walsh were asked to note the change of date.

14.3 LALC Liaison Meeting : Cllr. Twist agreed to represent Parish Council on this Committee, Clerk to ascertain details for the next meeting and inform Cllr. Twist

15. Matters brought forward by members

15.1 Letter sent to Cllr. Clements by Cllr. Walsh.

Cllr. Walsh was again reminded that Parish Council had previously resolved that ALL letters were to be sent to Clerk for circulation, not to an individual councillor, or Steering Group member. It was again pointed out that no response could be sent (as per Minute 10.1 of this meeting) without the prior approval of Parish Council. Cllr. Walsh's letter was agreed to be considered, with other queries, by the Steering Group. This was agreed to be minuted.

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

Two residents from Bolton by Bowland were allowed to speak to the meeting on a matter which had been brought to Chairman's attention. Concern was expressed that some children and young parents are playing football on the

Green in Bolton by Bowland around the Stocks, which was felt to be disrespectful and potentially hazardous. Members suggested that the appropriate place for football was the Cricket Field. The Stocks are on private land, owned by Bolton Hall Estate and therefore support from the Parish Council was requested by the residents and Clerk was asked to write to the Estate Office. Cllr. Sherras agreed to clarify the designation of the Stocks, which may be An Ancient Monument.

16. Date of next meeting Monday 3rd July 2017 Sawley Village Hall.

Chairman thanked all for their input and closed the meeting at 9.17 pm