

**MINUTES OF THE MEETING OF  
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 7<sup>th</sup> OCTOBER 2019 at BOLTON by BOWLAND VILLAGE HALL,  
commencing at 7.30 pm**

**Present: Cllr. H. Fortune (Chairman) Cllrs, D. Glover, K. Whitwell, P. Wilson**

**Also in attendance; Borough Cllrs. R. Elms, R. Sherras & the Parish Clerk**

Chairman welcomed all to the meeting and noted that, with 4 Parish Councillors present, the meeting was quorate.

**1 To receive and approve apologies for absence (received from Cllrs. C. Curry, G. Curry, A. Foster, R. Park & S. Whitaker)**

1.1 Apologies had been received from Cllrs. C. Curry, G. Curry, A. Foster, L. Holt, R. Park, E. Twist, S. Whitaker, and it was

**RESOLVED that these apologies be accepted & approved.** Cllr. Sherras apologised that he had missed September meeting.

**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)**

3.1 There were no matters raised by Public

**4 To resolve to confirm the Minutes of the Parish Council Meeting, held on 2<sup>nd</sup> September 2019 (circulated & on website)**

4.1 The Minutes of the Meeting held on 2<sup>nd</sup> September had been circulated and it was

**RESOLVED that those minutes be accepted and approved. The Minutes were duly signed.**

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

- **Clerk will update regarding any changes to bank mandate**

5.1 Clerk informed members that, in order to remove a previous Councillor from the bank mandate, all four signatures were necessary. Cllrs. Foster & Twist had already signed the form & Cllrs. Fortune & Whitwell duly also signed, for Clerk to submit to the bank.

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

- **3/2019/0811 - 2 Kirkbeck Mews, Bolton by Bowland BB7 4NQ - felling of Elm Tree due to disease**
- **To consider and approve any actions regarding site opposite Southport House, Sawley**

6.1 Members noted Planning Application 3/2019/0811 but agreed that no objections were to be submitted.

6.2 The Sawley residents were not in attendance and there was no update regarding the site opposite Southport House.

**7 To receive and consider Parish Lengthsman's Report since September Parish Council meeting (circulated when received)**

7.1 Parish Lengthsman's Report had been circulated and the contents noted, with approval.

**8 To consider and approve the future installation of Signage for Sawley Village (this may be deferred, as Cllr. Foster will not be in attendance)**

8.1 In Cllr. Foster's absence, Cllr. Glover reported that further investigation was continuing regarding site ownership, ensuring no utilities present etc. and Cllr. Foster would update as soon as he could.

**9 To consider and approve the amendments to Parish Council Grants Policy (circulated with this agenda)**

9.1 Members had considered this item at September meeting when it was agreed that at least two verifiable quotes would be required with grant application; an updated grant procedure had been circulated and it was **RESOLVED that Parish Council Grant Policy be amended, as circulated and used in future.**

**10 To consider any capital items for planned expenditure in financial year 2020/21 in preparation for precept calculations (Members to note that Precept must be approved at November meeting)**

10.1 Clerk explained, particularly for newer Councillors that Precept, as the main source of revenue, must be calculated and the order submitted to Ribbles Valley Borough Council by 24<sup>th</sup> December at the latest. It was therefore a matter for all members to consider particular expenditure for the financial year to 31<sup>st</sup> March 2021. Clerk was asked to update all members with financial breakdown for the last few years, and all members who wished to attend to meet with Financial Working Party soon.

**11 Accounts**

- a. To approve Bank Balance £33,590.91  
 b. To approve the External Auditor's Report for the year 2018.19 (on website)  
 c. To consider and approve payments for invoices to date of agenda & any others received pre meeting;

Parish Lengthsman	details TBC
Clerk net salary September	£168.30 details TBC following submission to HMRC
Clerk's expenses inc. 3 wreaths	£161.40
PKF Littlejohn LLP	£240.00 - External Auditor fees
Plants / bulbs for Tosside	£100.00 budget approved, exact invoice TBC
Plants / bulbs for BxB	£100.00 budget approved, exact invoice TBC
Plants / bulbs for Sawley	£100.00 budget approved, exact invoice TBC

11.1 Members noted and approved the bank balance.

11.2 PKF Littlejohn's Report for External Audit 2018/19 had been circulated including the minor error regarding an unrepresented cheque. All financial reports had been uploaded to Parish Council website and all was approved by members.

11.3 The following payments were presented for payment:

PKF Littlejohn LLP(Ext. Audit fees)	£240.00 - Cheque 100911
Parish Lengthsman inv #6	£693.00 - Cheque 100912
HMRC PAYE to 05.10.19	£63.20 - Cheque 100913
Parish Clerk net salary September	£168.50 - Cheque 100914
Parish Clerk expenses inc. 3 Remembrance Day wreaths	£161.40 - Cheque 100914

- Members noted that £105.00 for 3 Remembrance Day wreaths was approved under Section 137

**RESOLVED** that the above amounts be approved for payment, cheques were signed by Cllrs. Fortune & Whitwell

**12. To consider and approve that any change to Standing Orders regarding payments between meetings to be appropriate (Members to note that this is a discussion item, for inclusion in a future agenda as a motion and to note that no discussion document is available at time of agenda)**

12.1 Members discussed various methods to make payments between meetings without conclusion. Clerk was asked to seek advice on a simple method within Standing Orders (amended, if necessary) & to report findings to November meeting.

**13. To receive reports from meetings**

- a. Ribble Valley Borough Council Report by Borough Councillors Elms & Sherras  
 b. Area of Outstanding Natural Beauty Report -Borough Cllr. Elms  
 c. RVLALC. Meeting held 11<sup>th</sup> September - Clerk to report  
 d. RV Parish Council Liaison Meeting held 26<sup>th</sup> September - Cllrs. Fortune & Twist to report

13.1 Cllr. Sherras reported that HED DPD Planning Inspector's Report is due, following which Ribble Valley Borough Council will make progress on Local Plan updates.

13.2 Cllr. Elms reported that AONB Committee will meet at end of October and asked that members contact her with any issues they seek to be raised.

13.3 Clerk reported on RV LALC meeting which had included a presentation by Easywebsites Ltd who are being used by 17 Lancashire Parish Councils. BT phone box possible removals was discussed.

13.4 Cllrs. Fortune & Twist had sent apologies to RV Parish Liaison, the report was given by Cllr. Sherras, again matters discussed had included BT phone boxes. Ribble Valley Borough Council has a £200 grant for Luncheon Clubs who provide a Christmas Meal. Clerk was asked to contact Bolton by Bowland & Tosside village halls to inform them. Members noted that Slaidburn Health Centre has been taken over by Dr. Amy Banner, renewal will be considered in 2 years but she hopes to continue.

13.5 Clerk was asked to object to BT phone box removal at Coach & Horses & Forest Becks, siting poor mobile signal & isolated area used by cyclists & bikers.

**14. Matters brought forward by members. NOTE THAT ANY OTHER MATTERS ARE FOR INFORMATION ONLY**

14.1 No matters were brought forward by members.

**15 .Date of next Meeting Monday 4<sup>th</sup> November 2019 scheduled for Sawley Village Hall**

**Chairman thanked all for their attendance & closed the meeting at 8.30pm.**