

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 8TH MAY 2017 AT BOLTON by BOWLAND VILLAGE HALL**

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

Also in attendance: Ribble Valley Borough Councillors R. Elms & R. Sherras, Clerk. and 4 residents

Chairman welcomed all to the meeting

1. To Receive and Approve Apologies for Absence

1.1 Apologies for absence had been received from Cllrs C. Curry, R. Park & E. Twist It was **RESOLVED that these apologies be received and approved.**

2. Adjournment for Public Session

2.1 Several residents again reiterated their concerns regarding the Neighbourhood Plan, and one in particular suggested that past Chairman had been coerced into changing her views. This was strongly opposed by Cllr. Clements who considered the suggestion that the past Chairman be told what to think was appalling.

3. To receive declarations of pecuniary or personal interest

3.1 Cllr. Clements declared a non pecuniary interest in Planning Application 3/2017/0231.

4. To Resolve to Confirm the Minutes of the previous meeting (held on 6th March 2017)

4.1 The Minutes of the meeting held on 3rd April 2017 had been circulated and, following clarification that Minutes should be able to be viewed by residents prior to the meeting(or read out at the meeting) it was **RESOLVED that the Minutes be signed as a true and complete record, with Draft Minutes in future to be available on the Parish Website, and that only Parish Council could agree any amendments to Minutes before approval.**

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

5.1 Noted that Ribble Valley Borough Council dog wardens would not be attending Parish Council meetings.

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

6.1 Planning Applications had been circulated for comments ;

- 3/2017/0231 – Extensions and alterations to Bolton by Bowland Cricket Club
- 3/2017/0281 - 2 storey side extension with porch at Park Nook, Hellifield Road, Bolton by Bowland
- 3/2017/0330 – Discharge of conditions (prev. approved 3/2014/0961) Skirden Hall Farm, Tosside
- 3/2017/0339 – Discharge of conditions (prev. approved 3/2016/0669) Ghylls Barn, Bolton by Bowland
- 3/2017/0347/0348/0349/0350 – 1 storey rear extension to provide accommodation, Mill House, Long Buildings, Sawley

RESOLVED – No material objections to the above applications, in response to a query, Cllr. Clements explained that Bolton by Bowland Cricket Club were seeking to attract younger and also some female players. They had applied for grant funding, £2000 of the £7000 had been provided by Ribble Valley Parish Grants Programme, and were carrying out fundraising activities in the village. Cllr. Foster commented that Mill House multiple application seemed similar in type to a previous design in the vicinity, and the application would be professionally judged by Ribble Valley officers. Clerk had circulated an updated list of decisions.

7. To consider and approve responsibility for Neighbourhood Plan correspondence and location of previous Clerk's laptop

7.1 Cllr. Clements confirmed the email he had circulated, that the laptop held by the previous clerk had been looked at by three past councillors and no software or files were found on the computer, which was subsequently professionally disposed of.

7.2 Members discussed Neighbourhood Plan correspondence ; Clerk explained that she has a large Lever Arch file in addition to other documents, with further records on laptop, however the guidance given from Ribble Valley

officers is that Council may view (but not copy or remove) this material ; that it would need thorough checking with some redaction of personal information before it could go into the public domain (and therefore if it was to be available for the Examiner) which would take considerable time, probably two or three days work. Clerk confirmed that, since this material has been in her possession she has had no requests from Councillors or residents to view it. Cllr. Foster agreed to supply copy of any Neighbourhood Plan documents he holds to Parish Clerk.

7.3 Clerk updated all that she had had contact from Colin Hirst at Ribble Valley ; tenders for the Examination would close on Friday 12th May. Procurement process will then be applied in readiness to make an appointment.

RESOLVED that Clerk hold all Neighbourhood Plan documents, records and correspondence provided but take no further action until instructed, and continue to liaise with Ribble Valley Borough Council regarding Examiner.

8. To consider any action to be taken regarding speeding through the villages

8.1 Members expressed concerns about the speed some motorists are driving at, particularly in narrow lanes where speed limits are not the only factor. It was felt that a preliminary meeting with residents and involving County Councillors may be useful and therefore

RESOLVED- Working Party of Cllrs. Clements, Curry, Holt, Moorhouse and Wilson look into this

9. To consider any actions regarding the Proportional Representation on Parish Council by each village

9.1 Email correspondence had been circulated. Ribble Valley Borough Council is consulting on Ward Boundaries and may consider Parish Boundaries in the future. However Parish Council may need to investigate Community Governance in order to achieve change, and sufficient Parish Councillors would be needed to fill any positions.

10 To receive and consider Parish Lengthsman's Report ; to further consider and approve Parish Lengthsman's Contract

10.1 Clerk had received compliments regarding general tidiness around the villages. Members reported that two benches (Silver Jubilee & W.I. benches) adjacent to Nethergill were now accessible, but needed repair & varnish – Clerk to ask Lengthsman for a price for this. Members further considered that, as County Council filled the two grit bins on the slope at Holden and at Hall Bank, they must own them. Lengthsman's Report was received & noted.

10.2 Railings on Settle Road were in need of attention – Clerk to ask Lengthsman to paint these.

10.3 Cllr. Park and the Parish Lengthsman were absent. Discussions had taken place between Mr. Waddington & Cllr. Park, based on the existing contract supplied some years previously, and the draft contract suggested for a review, as agreed at April meeting, however Lengthsman wished to amend several aspects and it was therefore **RESOLVED Clerk to again contact Mr. Waddington & Cllr. Park for further considerations, before Parish Council decision.**

11. To consider and approve Working Party Report for residents' and other relevant queries

11.1 This matter had been dealt with as part of the Annual Parish Council Meeting

12. To consider and approve the Annual Governance Statement, Accounting Statements, Internal Audit Report and External Audit arrangements

12.1 Clerk read the letter of approval from Internal Auditor, confirming he was satisfied with all records, procedures and bank reconciliation following his examination. **RESOLVED that Internal Auditor Report be approved**

12.2 Annual Governance Statement was then read by Clerk for all to consider.

RESOLVED that Annual Governance Statement be approved

12.3 Accounting Statements for 2016/17 figures were then read out by Chairman and it was

RESOLVED that Accounting Statements for 2016/17 be approved, and that Clerk continue with External Audit procedures, copy of statements to all Councillors, by email where possible

13 Accounts

13.1 **Bank Balance** as at 20.04.17 £25,234.66 following receipt of precept

13.2 **Invoices for approval :**

Internal Auditor fee	£200.00	Cheque 100784
Zurich Insurance	£253.00	Cheque 100785
Bolton by Bowland Village Hall (March)	£20.00	Cheque 100786
T. Taylor April + additional agreed	£532.00	Cheque 100787

Lengsthman invoice 40

£465.50

Cheque 100789

RESOLVED – all the above invoices were approved for payment

14. To receive reports from meetings

14.1 **Ribble Valley Borough Council** Cllr. Sherras explained Ribble Valley Housing & Economic Development Regulation 19 consultation, details of which had been circulated. There are very few changes which would have an impact on this Parish, but greater changes for other parishes. He offered to explain further, if any wished. Clerk has copies of full consultation on disc, if required and all is on Ribble Valley Council's website. Consultation was noted.

14.2 Cllr. Sherras informed that he understood average speeding measures were under consideration in Blacko / Gisburn area, and reminded all that Ribble Valley Parish Liaison minutes are on the website. BT have tidied up various phone boxes.

14.3 There was no report from Ribble Valley Lancs. Association of Local Councils, next meeting will be 9th June.

15 Matters brought forward by Members

15.1 **Bolton by Bowland Village Hall** Cllr. Clements reported that the village hall struggles to cover costs, and seeks to improve the facilities, utilising the grant from Parish Council to improve visual aids.

15.2 **Heritage Trail** Cllr. Clements had missed April meeting and asked that this matter be brought to June meeting as an agenda item. Cllr. Willock sought clarification on this matter within the agreed budget. He asked that budget document be emailed to him and added to the Parish Council website.

15.2 **Letter from Cllr. Walsh regarding Neighbourhood Plan** – Cllr. Walsh was again reminded that Parish Council had previously resolved that any letters seeking information be sent to Clerk, not to any individual councillor or Steering Group member and there was no need for a response if that procedure was not followed. Since Cllr. Walsh sought replies to her queries, but the letter was dated after May agenda was posted, members agreed that this be an item for June agenda.

16 Date of the next meeting – Monday 5th June 2017 at Tossie Community Link

Chairman thanked all for their input and closed the meeting at 9.27 pm