

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 8th OCTOBER 2018 at SAWLEY VILLAGE HALL, commencing at 7.30pm**

Present: Cllr. H. Fortune (Chairman) A. Clements, E. Moorhouse, R. Park, P. Wilson E. Twist, A. Foster, M. Walsh
Also in attendance ; Borough Councillors R. Elms & R. Sherras, 1 member of the public, and the Parish Clerk
Chairman welcomed all to the meeting and apologised for the late start, due to his personal commitments

Members were informed that a Councillor was recording the meeting.

1.
 1. **To receive and approve apologies for absence**
 - 1.1 Apologies had been received from Cllrs. Curry, Holt & Willock and it was **RESOLVED that these apologies be accepted & approved.**
 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 A resident sought Council views on Community Broadband, explaining that he, as a Tosside resident who worked from home had issues with main providers. He made members aware of possible developments in Newton, Slaidburn & Dunsop Bridge Parishes and gave details of the company involved. Members considered that, whilst there may be good coverage in the village centres, this was a different matter in the more outlying areas. It was agreed that more research was necessary and a sum included in the 2019/20 budget, should Parish Council's powers allow for this.
The resident thanked Members and left the Meeting.
 4. **To resolve to confirm the Minutes of the Previous Meeting held on 3rd September 2018 (on website)**
 - 4.1 The Minutes had been circulated and were on Parish Council's website. It was therefore
 - 4.2 **RESOLVED that the Minutes of the Meeting held on 3rd September 2018 be approved**
 5. **Any Matters arising from the minutes not covered on this Agenda FOR INFORMATION ONLY**
 - **Members to note that Clerk had written to Defibrillator donor, but had received no response at date of agenda**
 - **A letter of thanks had been received from Slaidburn Archive**
 - 5.1 There were no other Matters Arising
 6. **To consider any response to be made to Planning Applications**
 - **3/2018/0788/0791 11/13 Main Street, Bolton by Bowland – alter to 1 dwelling & 1 holiday let**
 - **3/2018/0800/0804 Mere Syke Farm, Settle Road Wigglesworth – resubmission of 3/2018/0278 & 0279 conversion of farmhouse into separate dwelling**
 - **3/2018/828 Springside Farm, Knotts Lane Tosside - use of shepherd's hut as holiday let.**
 - **Clerk will update with decisions on recent applications.**
 - 6.1 In addition to the above applications, Clerk had also circulated a further application
 - 30/2018/0741 Wittons Farm, Anna Lane – conversion of barn to Dwelling
 - 6.2 No objections were to be submitted to any of the above applications & members were updated on decisions regarding recent applications within the Parish.
2. **7. To receive and consider Parish Lengthsman's Report since July Parish Council meeting**
 3. 7.1 The Parish Lengthsman's Report from July was summarised. Members wished to record their thanks to the Lengthsman, particularly regarding re-siting of the SPID and tidying the car park in Bolton by Bowland, in addition to his usual duties.
4. **8. To consider and approve any response to RVBC letter asking to remove bins from Bolton by Bowland (circulated)**
 - 8.1 The letter from RVBC had been circulated and it was **RESOLVED that Clerk contact RVBC to request removal of the remaining bins from Bolton by Bowland.**

5. 9. To receive the update regarding re-siting of SPID in Bolton by Bowland and to receive and consider any further report from Highways Working Party (Members note that a letter has been received from Nigel Evans MP following up A59 junction issues)

6. 9.1 Members were notified that the SPID had been re-sited in Bolton by Bowland in order to ensure clarity of speed limits.
7. 9.2 The letter from Nigel Evans MP was read out informing Council that he had contacted Mr. Durnell (Head of Highways at LCC) regarding road surface & lack of lighting at A59 junction at Sawley and would update when he had a response.
8. 9.3 Cllr. Holt had notified Clerk that she had nothing to report & Highways Working Party had not met.

10. To consider and approve any actions for any additional defibrillator provision in the Parish and to consider and approve any repairs to the existing defibrillators (Estimate circulated).

10.1 No response had been received from the Donor Family regarding use of the donation previously received.

10.2 An estimate had been received for a replacement for the faulty transformer at the Bolton by Bowland defibrillator. This had been circulated to members, however the reason for the malfunction was unknown

RESOLVED to approve ordering the transformer for the defibrillator, Cllr. Clements agreed to deal with this.

9. 11. To consider and approve the requirements for a Parish Council Data Protection Policy and to approve the terms of reference for such a Policy (Cllr. Twist and Clerk will update members on this)

10. 11.1 Cllr. Twist & Clerk had spent time researching this matter and a Report was read out. Concern was expressed regarding the time to be spent on this legal issue, for a small Parish Council and further clarification was needed.

Cllr. Twist suggested that draft Privacy Notice & protocols be circulated for consideration, since adoption was overdue. Members noted the need for a generic, rather than a personal email address for Cllrs.

11 Cllrs. thanked Cllr. Twist for the work, asked that copy of the report be circulated.

12. 12. To consider and approve any further arrangements for Clerk's Annual Appraisal & Salary Review

12.1 This matter was deferred.

13. 13. To consider and approve any response to Consultation on Gambling Act 2005 (circulated by email)

14. 13.1 The Consultation document had been circulated and its contents were noted.

15. 14. Accounts

a. To approve Bank Balance

14.1 Bank balance was reported at £28,635.54

b. To approve Invoices for payment (with details) since September meeting

14.2 the following invoices were put forward:

Parish Clerk (Sept. net salary)	£131.60	Cheque No. 100857
HMRC PAYE to 05.10.18	£55.00	Cheque No. 100858
WEL Medical (Defib reps)	£71.94	Cheque No. 100859
Parish Lengthsman Inv 76	£1,384.25	Cheque No. 100860
H. Fortune (plants RAF 100)(Sect 137)	£47.00	Cheque No. 100864

RESOLVED that the above invoices be approved for payment. Cheques were signed by Cllrs. Clements & Walsh.

c. To consider and approve any Delegated Powers for urgent matters and the terms for such Powers

14.3 Clerk explained that currently, even for emergency payments, there are no Powers to allow any payments not approved by Parish Council to be made. Members felt this unwise, particularly due to the recent defibrillator issue.

RESOLVED that, subject to confirmation at November Parish Council meeting, with subsequent amendment to Standing Orders, Clerk to have Delegated Powers to make an emergency payment of up to £200. This is to be subject to all Cllrs. on email to have the details circulated to them, at least three Cllrs. including the Chairman to agree, in a written format, including email, but with no objections made.

d. To consider any potential funding needs for next financial year in preparation for Budget and Precept approval

14.4 Members had not submitted any funding needs prior to the meeting.

14.5 Clerk was requested to allow a sum of at least £1000 to £1500 for feasibility study into Rural Broadband.

14.6 Working Party of Chairman, Vice Chairman & Clerk to meet prior to November meeting to create a Draft Budget & Precept Order for 2019/20

e. To consider and approve the actual support for planting at Tosside (£40 previously approved in principle, details to be arranged)

14.7 Chairman reported that volunteers have carried out the planting to RAF 100 bed at Tosside.

15. To receive reports from meetings

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

15.1 Cllr. Sherras reported on progress on National Planning Policy Framework, which constantly changes rulings.. He had attended Rural Services Network Conferences in Cheltenham & Preston. Rural Funding, Transport, Broadband, the lack of Health Check Facilities for Older Persons & Electric Vehicle Charging Points were topics discussed.

b. Ribble Valley Parish Council Liaison Meeting Report– 27 September – Cllrs. Twist & Fortune

15.2 Cllr. Twist reported on the presentation by LCC Cllr. Iddon & Mr. Durnell regarding Highways Matters in Lancashire. Estimated need of £500 million to repair the roads & Public Rights of Way, but only £24 million funded by Central Government. Tracking complaints on LCC website is expected to improve. LCC hope to assist those, particularly over 65 years of age who are in fuel poverty. Up to £2900 per property is available to assist with Affordable Warmth initiatives, advertised by word of mouth, website & leaflets. She informed members that Hothersall PC is having problems recruiting a new Parish Clerk, Dog waste may go into normal litter bins, but if new bins are requested, Parish Council needs to organise siting these, and emptying of bins. GDPR is scheduled to be part of next agenda. Members discussed various matters relating to dog waste, as Cllr. Sherras informed that, in order to enable prohibition of dogs which are not on leads, an application needs to be made to RVBC for Designated Area Status.

15.3 Clerk informed members that, in addition to Hothersall PC, Ribchester PC & Salesbury PC are also seeking to recruit Parish Clerks.

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

15.3 Cllr. Elms reported on the recent AONB Open Day held.

15.4 Cllr.Elms also informed members that a recent survey on Slaidburn Health Centre had been carried out following a Doctor leaving. Two new Doctors have come as replacements, however the results of the survey are not yet known.

16. Matters brought forward by members

a. Letter received from Bolton by Bowland Village Hall regarding Health & Safety – Cllr. Clements

16.2 The letter advising all users of the Hall that they were responsible for Safeguarding Issues as part of their Hire had been circulated. It was pointed out that this included children, the elderly, but also vulnerable people.

16.3 Members were reminded that Poppy Wreaths are traditionally purchased for laying at each of 3 Village War Memorials. Clerk was asked to order these.

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

17. To consider and approve any update from the resident's complaint

Members to note that they may consider this matter to be confidential and sensitive and may resolve to exclude Press & Public and no recording to be allowed of that item of the agenda.

17.1 Due to the sensitive and confidential nature of this item it was

RESOLVED that Press & public be excluded and no further recording be made. Clerk was asked to leave.

17.2 Both Borough Councillors and the Parish Clerk left the meeting.

17.3 Members were each handed a letter marked Private & Confidential from a resident dated 8th October 2018. Since this letter had not been received within legal timeframe, no resolution was possible.

17.4 Members discussed other correspondence from a resident dated 28th September 2018, and all who were present agreed that this should be sent to legal advisors.

17.5 Clerk returned to the Meeting

18. Date of next Meeting Monday 05 November 2018 scheduled for Tosside Village Hall

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