

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 07 June 2021 at SAWLEY VILLAGE HALL,
commencing at 7.30pm**

Present: Cllr. E. Twist (Chairman) Cllrs. C. Curry, L. Holt, D. Glover, R. Park, S. Whittaker, & K. Whitwell

Also in attendance : County Cllr. Gerald Mirfin, Borough Cllrs. R. Elms & R. Sherras, 2 members of public & the Parish Clerk

Chairman welcomed all to the meeting which was held socially distanced, following Covid guidance and all wearing face masks or behind screens. Two persons were recording and all were reminded that recording was not to take place during public session.

1. To receive and approve apologies for absence

1.1 Cllrs. Bunyan, Fortune, Foster & Wilson had sent apologies and it was **RESOLVED that those Apologies be accepted and approved**

2. To receive declarations of pecuniary or personal interest

2.1 There were No Declarations made at this point of the Meeting.

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

3.1 A resident expressed concerns regarding damage to the wall opposite the former Copy Nook Hotel, but also the damage to the walls on Holden Lane, caused by a wagon and witnessed by her on 31 May 2021. She had emailed two Parish Councillors separately on this issue. Clerk was asked to follow up on earlier correspondence with LCC Highways. All were reminded that all correspondence is to be sent to or copied to Clerk, in order that she has full information to deal with.

4. To resolve to confirm the Minutes of the Annual Parish Council Meeting, and the subsequent Parish Council Meeting, both held on 17 May 2021

4.1 The Minutes of the Annual Parish Council Meeting held on 17 May 2021 and the subsequent Parish Council Meeting held on 17 May 2021 had been published and it was **RESOLVED that the Minutes of the Annual Parish Council Meeting and the Parish Council Meeting, both held on 17 May 2021 be accepted and approved.**

5. Any Matters arising from those minutes not covered on this Agenda FOR INFO ONLY

5.1 Members noted that Audit Documents are on Parish Council's website, and have been submitted to PKF Littlejohn, the External Auditor

5.2 Oaktrees Nurseries have been instructed to proceed with spring planting, as per the quote approved

5.3 There was no update on ownership of the bench at Holden

5.4 Further investigation was needed regarding "Quiet Lane" status of Holden Lane. Cllr. Bunyan had supplied some information on this.

5.5 A Response from Davis & Bowring (Land Agents) re. wall on Holden Lane awaited, Clerk was asked to follow up on this.

5.6 Following an earlier query, it was confirmed that Heritage Trail print run was 1000 copies: Cllr. Park had been provided with further details & he confirmed there were no discrepancies.

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

- 3/2021/0349 Ribble Dene, Old Sawley Road, BB7 4LF – single storey extension & entrance porch
- 3/2021/0495 Bow Laithe Farm Bolton by Bowland Road BxB BB7 4NU – Demolish Agricultural Building, & erect 2 Holiday Cottages
- 3/2021/0549 Riverside, 5 Browgate Sawley BB7 4NB – new gates & wall

6.1 Members had received notice of the above applications but no comments were made for any.

7. To consider, review and approve all Parish Council policies, with amendments where appropriate: Standing Orders, Asset Register, Financial Regulations, Risk Register, Complaints Procedure, General Data Protection Policy, Privacy Policy, Grievance Policy, Retention Policy & Accessibility Statement

7.1 Members noted this Item was deferred from Meeting 17 May 2021 and that all previously approved policies are on Parish Council website. Chairman asked for Member's comments on several matters she had noticed. Following a query regarding any changes to Standing Orders, Cllr. Glover agreed to clarify the Standing Orders to which he referred.

a) To consider and approve the adoption of Ribble Valley's Code of Conduct by this Parish Council

7.2 Members noted that this document has been created by Local Government Association, has been adopted by Ribble Valley Borough Council: is recommended for adoption by Parish Councils & was circulated prior to the meeting. Members noted that the approved format would need to be altered to show Bolton by Bowland, Gisburn Forest & Sawley Parish Council as the Council approving those Standing Orders.

RESOLVED that a Named Vote be taken for this proposal and it was then

RESOLVED those in favour of the approval of Ribble Valley's Code of Conduct be adopted and approved by this Parish Council: those in favour were: Cllrs. Curry, Glover, Holt, Park, Twist, Whitwell & Whittaker, with no votes against & no abstentions.

8. To consider and approve any further actions regarding the concerns for potholes & eroded road surface in the Parish, particularly Sawley Road, Gisburn Road, Bolton by Bowland; also Knotts Lane.

8.1 Members were informed that Nigel Evans M.P.'s assistant had offered a short notice date & was looking for other dates to schedule the meeting. Members noted Cllr. Glover's previous suggestion to accurately measure all potholes. He awaited maps from Cllr. Fortune, but Clerk informed him of LCC Mario Mapping, which would include all roads and Parish Boundaries. Cllrs. who had previously offered to meet were: Cllrs. Fortune, Foster, Glover & Park. Cllr. Holt has provided details of issues she was aware of. Clerk was asked to update Members with details when she had a response from M.P. Nigel Evans

8.2 Chairman invited LCC Cllr. Mirfin to speak. Cllr. Mirfin reported on his meeting with LCC Cllr. Charles Edwards, the new Cabinet Member for Highways & Transport. Discussion included the need to report all potholes via Report It & LCC's view to take a common sense approach to repairs where several potholes are near one another. He agreed that some repairs had been carried out to an unsatisfactory standard, then explained the current system for working, which is under review and there is scheduled re-surfacing work planned for the Parish. LCC Highways & Transport wish to adopt a rural roads strategy, with a separate budget for rural areas, however such changes may need time to implement.

8.3 Whilst Members had criticised work in the past, it was noted that the re-surfacing work carried out on Sawley Road was a tremendous improvement.

9. To consider and approve any actions regarding speeding in the area, including the Report on Speed Indicator Devices (SPID's)

9.1 Clerk had circulated a Report regarding SPID's, including information from LCC Road Safety Team. Chairman again invited LCC Cllr. Mirfin to speak.

9.2 Cllr. Mirfin explained that the current statistics on speeding did not reflect the fuller picture. A Freedom of Information request had revealed that neither Lancashire Road Safety Partnership, nor

Lancashire Police collate information on roads which give rise to concerns for accidents, road speed limits, and any effect following changes in road markings. There is a scale for speed traffic investigation and LCC Highways Team wishes to create an annual schedule for improvement measures. The new Police & Crime Commissioner (Andrew Snowden) wishes to make speeding a priority for action.

9.3 Chairman, noting LCC Cllr. Mirfin's comments suggested that the consideration for any further SPID's for the Parish be deferred for the present.

10. To consider and approve any sites and actions for commemorative tree planting in the Parish

10.1 Members were reminded of the budget resolved February 2020 for 2 trees per village, with plaques at a total cost of £300 per village. Tosside had determined Copper Beech & Sycamore type, Bolton by Bowland requested native, possibly Oak & Ash: Cllr. Park informed on the tree planting programme at the War Memorial. Trustee details to seek permission in Sawley had not been clarified & Clerk was instructed to write to a resident who appeared to be the main Trustee. Details of plaque type & lettering had not been determined and quotes would be needed for this element.

11. To consider and approve any further actions regarding ownership of assets in the Parish: Bench at Holden, Kirk Beck above Pepperhill Cottages (following flooding), Old Sawley Road pre A59 bypass, with any possible / previous Public Right of Way, Sawley War Memorial, including wall & railings

11.1 Members were informed that further investigation was needed, Cllr. Bunyan had reported no progress regarding Holden bench: RVBC Cllr. Sherras suggested LCC Public Rights of Way Team, who had already been contacted for advice regarding Old Sawley Road & he also advised that the former Bowland Rural District Council archives should be held at Wakefield. Clerk explained that Land Registry, with fees, would only be of help if the War Memorial was registered and if change of ownership had occurred after 1974. She was asked to seek further information, if possible, from Sawley Village Hall Trustees.

12. Accounts

a. **To approve Bank Balance £60,303.63** The bank balance was noted.

b. **To consider and approve any grant funding applications from the Village Hall Committees**

12.1 Cllr. Whitwell Declared an Interest in this Item & took no part in any discussion.

12.2 Bolton by Bowland BxVH has submitted an application, with quotes for a new water boiler & crockery. These had been circulated prior to meeting 17 May, and additional quotes with this agenda.

RESOLVED that £1000.00 grant be approved for Bolton by Bowland Village Hall Trust

Members noted that no application had been received from Sawley or Tosside Village Halls to date.

c. **To consider and approve any invoice payments due:**

- Clerk's salary May £222.53
- Parish Lengthsman Invoice awaited at time of agenda

12.3 Parish Lengthsman's invoice & jobsheet had been circulated prior to the meeting and several queries were agreed to be clarified during the review meeting with the Lengthsman.

RESOLVED that payment of Clerk's salary and grant payment at Minute 12.2 be approved.

d. **To consider and approve a budget for 2 new Parish Council noticeboards in Tosside & Bolton by Bowland**

12.4 A report on types of notice boards had been circulated, with outline costs, however Members considered further information on type, size and number was needed. It was noted that there was a vast variation in pricing and that three quotes would be needed, noting that the notice boards must avoid water ingress, the different sizes, materials, possible locks. A future agenda item was to include the identified notice board in Holden, whilst the notice board in Sawley belongs to Sawley Village Hall Trustees.

e. To consider and approve any expenditure on training

12.5 Members noted that Training is recommended in LGA Code of Conduct: also that RVBC may provide some training in future: also that Parish & Town Training are course providers including courses as follows: Cllrs. & Clerks, Chairmanship, Effective Meetings, Planning, Finances, & Community Engagement

13. To consider and approve the Representative from this Parish Council to Bolton by Bowland Village Hall Committee

13.1 Clerk has verified that a Representative is required due to the vacancy following Cllr. G. Curry's death. Cllr. Whitwell is an elected member of the Committee. It was then

RESOLVED that Cllr. Glover be appointed as Parish Council's representative to Bolton by Bowland Village Hall Committee. Clerk was asked to inform that Committee.

14. To receive reports from meetings and outside bodies

a) LCC County Council Report by new LCC Cllr. Mirfin

14.1 LCC Cllr. Mirfin reported on the Haweswater Aqueduct Resilience Programme (HARP) and the concerns for the area, particularly regarding Waddington Parish and Highways in Ribble Valley over a 7 year period. Further discussions were to take place and a sub committee, through Parish Council Liaison Committee was to be formed.

b) Ribble Valley Borough Council Report by Borough Councillors Elms & Sherras

14.2 RVBC Cllr. Sherras updated Council following Elections in May & noted that no suitable venue had as yet been identified for Parish Council Liaison Meeting to be enacted face to face on 24 June 2021.

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

14.3 RVBC Cllr. Elms reported on the focus for nesting birds of prey in AONB. She asked Members to note that visitors were straying onto the fells, causing disturbance; that a drone had been seen flying around the villages and that HARP was also the cause of concern to AONB.

15. Matters brought forward by members. No Matters were brought forward by Members.

17 Date and venues for future Parish Council Meetings

17.1 With Members' agreement, Chairman brought this Item of the Agenda forward. It was then **RESOLVED that next Meeting of this Parish Council would be held on Monday 19 July 2021, scheduled for Tosside, with the following Meeting to be held on Monday 06 September, planned for Bolton by Bowland and subsequent monthly Meetings (except August & January) to rotate around the Villages.**

16. To consider staff and contractor matters:

16.1 Due to the sensitive and confidential nature of the following items, Members **RESOLVED that press & public be excluded from these items and that no recording was to take place.** Members of the Public, together with County & Borough Cllrs. then left the meeting & recording ceased.

a. To consider and approve any review of Parish Lengthsman's Contract including hourly rate

b. To consider and approve the Report from Parish Clerk's Annual Appraisal

16.2 Members had previously approved that Cllrs. Twist & Parker, with Parish Clerk meet with Parish Lengthsman, however the meeting had not taken place prior to this Parish Council Meeting.

16.3 Cllrs. Curry & Twist had received comments from Cllrs, and had then met with Clerk to carry out her Annual Appraisal. The Appraisal Report had been circulated to all Members and to the Clerk and it was **RESOLVED that Clerk's Annual Appraisal Report be accepted and approved.**

Chairman then thanked all for attending before closing the Meeting at 9.08 p.m.