

**MINUTES OF THE MEETING OF  
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 05 OCTOBER 2020 at TOSSIDE COMMUNITY LINK, commencing at  
7.30pm.**

**Present:** Cllr. H. Fortune (Chairman) Cllrs. C. Curry, L. Holt, R. Park, E. Twist, S. Whittaker  
K. Whitwell & P. Wilson

**Also in attendance** 3 representatives from Settle Ingleton & Bentham Mobile Rural Watch,  
2 members of public & the Parish Clerk

Chairman welcomed all to the meeting which was held socially distanced, and all wearing face masks. No recording was taking place. In response to a query, Parish Clerk explained that meetings could legally be held in this manner, but virtual meetings were the preferred option under Government guidance. Members then present all confirmed that they wished to continue to meet physically which gives a better understanding of agenda items; also poor broadband for some was considered to be an issue.

**1. To receive and approve apologies for absence**

1.1 Apologies had been received from Cllr. Foster & Glover and it was  
**RESOLVED that those apologies be accepted and approved**

**2. To receive declarations of pecuniary or personal interest**

2.1 Cllr. Wilson declared an interest in Planning Application 3/2020/0678 and would take no part in discussion or resolution on that item

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

3.1 A resident commented on the Government White Paper on Planning and also that he noted the application for a nearby wedding venue, which could have an effect on Tosside Village Hall; he considered the Village Hall could better serve the local residents than currently.

3.2 A resident queried arrangements for the Church and Remembrance Sunday. He also asked for the banking to the roadside up towards The Plantation could be strimmed, as rats had been seen. Parish Lengthsman was to be asked to deal with this.

**4. To resolve to confirm the Minutes of the Parish Council Meeting, held on 24 August 2020**

4.1 Minutes of the meeting held on 24 August had been circulated to members and published.  
**RESOLVED that the Minutes of the Meeting held on 24 August be approved and duly signed.**

**5. To receive an address by on behalf of Settle, Ingleton & Bentham Rural Mobile Watch regarding Rural Crime Prevention initiative**

5.1 Mr. Leigh Marshall then addressed the meeting on behalf of Settle, Ingleton & Bentham Rural Mobile Watch, explaining they are part of a wider organisation, working alongside Police to combat rural crime. The group was founded in September 2019 & acts as eyes & ears for police, working as volunteers who report anything suspicious, particularly at night in order to collate evidence leading to prosecution. Rural crime in North Yorkshire has cost 1.8 million pounds, affecting residents, but also livelihoods. In the last year work by the group has led to recovery of 12 quad bikes and 6 arrests. He explained how criminals act, often researching targets in daylight, then returning at night. Increasingly drug trafficking was becoming an issue in rural areas, with gangs coming from towns. The group also covers much of this Parish Council

area but as volunteers, they need equipment & he would send a grant application to seek support.

Mr. Marshall & his colleagues were thanked for their presentation and then left the meeting.

**6. Any Matters arising from those minutes not covered on this Agenda**

6.1 Members noted that the Casual Vacancy following the recent death of Cllr. G. Curry would be filled by Election, due to take place in May 2021.

6.2 Members were advised that a letter had been sent regarding the damaged wall opposite Copy Nook Hotel; no response had been received at the time of the meeting.

**7. To consider any response to be made to Planning Applications**

- 3/2020/0637 Holden Clough Nursery - amendments to approved 3/2019/1119 re car parking & landscaping
- 3/2020/0602 Holden Clough Nursery - additional dining, bakery deli food sales, storage & office
- 3/2020/0612 Holden Clough Nursery - studio / office to sell similar
- 3/2020/0632 Riverside Cottage Sawley - single storey extension to rear
- 3/2020/0628 Greaves Farm, Holden Lane - extend existing cattle building
- 3/2020/0678 Lower Flass Farm, Settle Road - Wedding & Function barn with services
- 3/2020/659 / 660 8 Main Street BxB - alter windows in Listed building & alter internal doorway
- 3/2020/0633 Varleys Farm, Anna Lane - unauthorised subterranean agricultural store

7.1 Members noted that application 3/2020/0637 had been approved. An updated list of recent decisions had been circulated.

7.2 Members noted the above applications but no planning objections were resolved to be submitted, although comments of concern were expressed regarding Holden Clough Nursery, particularly relating to Highways matters.

**8. To consider and approve any response to Government Consultation on Devolution**

8.1 This document had been circulated and Members noted the concern that Ribble Valley is a rural area and therefore there was no wish to join with any large urban council, which had very different requirements. The Parish Council expressed support for Ribble Valley Borough Council's opposition to the White Paper on Devolution.

**9. To consider and approve any response to Government White Paper on Planning**

9.1 This document had been circulated to Members who were against greater central decision making, whereby local residents and their representatives could be ignored.

**10. To consider and approve the installation of a further defibrillator in Bolton by Bowland village, possibly sited near Forest Becks**

10.1 Cllr. Holt had been unsuccessful in finding a suitable site for a further defibrillator, however members considered that one might be sourced in future.

**11. To consider and approve any actions for support towards broadband provision across the Parish.**

11.1 Cllr. Wilson reported that, due to Covid, no real progress was possible at the current time.

**12. To consider and approve any further actions regarding the complaint to LCC Cllr Iddon concerning potholes & eroded road surface in the Parish, particularly Sawley Road, Gisburn Road, Bolton by Bowland; also Knotts Lane.**

12.1 Responses have been circulated to members and a request for a meeting with MP Nigel Evans had been sent, with subsequent discussions being circulated to Members.

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

13.1 Members noted the previously approved budget of £300 per village to include tree, support and plaque of some type. Sawley Village Hall wished oak trees to be planted to the left, rear, of the playground. Bolton by Bowland members would consider the type of trees for planning, and this item was deferred for further details to be confirmed at November meeting.

13.2 A Sawley resident had requested permission to plant Field Maple on the grass verge opposite Long Buildings. Clerk was asked to seek permission from LCC Highways.

#### **14. Accounts**

a) To approve Bank Balance £57,912.25

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

c) To consider and approve any bulb planting for the villages for the forthcoming season

d) To consider and approve any wreath purchases for Remembrance Day, and any arrangements for wreath laying.

e) To consider and approve any capital expenditure for the current and following year, in order to consider budget to 31 March 2022 and the precept for the following year.

f) To consider and approve payments for invoices to date of agenda & any received pre meeting;

g) Parish Lengthsman                      £                      Details awaited -

h) Clerk net salary September                      £156.10

i) Clerk reimbursement for wreaths                      £108.00

j) To receive an update regarding the Heritage Trail booklet project

14.1 Members noted and approved the bank balance at £57,912.25

14.2 Members noted 2020 was an unprecedented year, due to Covid. Village Halls had been eligible for a Business Grant of £10,000, however there were still overheads to pay, with no income. Members then discussed and

**RESOLVED that £2,000 be granted to each of the three Village Halls at Sawley, Bolton by Bowland and Tosside, with an explanatory letter that this was a unique grant, for this year.**

14.3 Members noted that bulbs and other planting had been carried out in the previous autumn, which had been much admired. It was then

**RESOLVED that up to £150.00 per village be spent on planting / bulbs.**

14.4 Members had unanimously approved, by email, that Clerk be authorised to purchase 3 wreaths for Remembrance Sunday & Members noted arrangements for services and wreath laying, which must be carried out to social distancing rules.

14.5 Members had been circulated with the updated Actual Expenditure against Planned Budget, but it was noted that residents have queried what Parish Council has spent the precept on. Full consideration was to be given for any requirements to capital projects for the coming year, noting that Parish Precept would need to be resolved by early December. This would be an agenda item for November meeting.

14.6 Invoices presented for approval were:

Parish Clerk net salary September	£156.10	Cheque 100955
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Parish Clerk reimbursement for wreaths S.137	£108.00	Cheque 100955
Parish Lengthsman invoice 24	£658.00	Cheque 100956
HMRC PAYE to 05.10.20	£100.20	Cheque 100957
Tosside Community Link Covid Grant	£2000.00	Cheque 100958
Bolton by Bowland V. H. Covid Grant	£2000.00	Cheque 100959
Sawley Village Hall Covid Grant	£2000.00	Cheque 100960

**RESOLVED** that the above payments be made, cheques duly signed by Cllrs. Fortune, Twist & Whitwell.

14.7 Parish Lengthsman's jobsheet and invoice had been circulated and it was **RESOLVED to accept and approve Parish Lengthsman's report.**

14.8 A report had been received regarding latest sales of Heritage Trail booklet and further details were to be clarified, as the Grant had been conditional on quarterly updates.

**15. To consider and approve the report for a new Parish Council website & any statement for publishing on the website regarding Government Guidance on Parish Council Website Accessibility-**

**a To consider the inclusion of a Parish Map on the website**

15.1 Members considered the report for consideration of a new Parish Council website, to include full Accessibility with Statement and the costs for this, compared to the existing website. Following discussion it was

**RESOLVED that Clerk proceed with a new Parish Council website with Easywebsites, and a new email address, with support package of £23.00 + VAT per month.**

15.2 Clerk had sought up to date Parish Boundary map from Ribble Valley Borough Council. Officers were sourcing this and due to scale three maps may be better to upload to the website.

**16. To receive reports from meetings and outside bodies**

**a) Ribble Valley Borough Council Report by Borough Councillors Elms & Sherras**

**b) Area of Outstanding Natural Beauty Report -Borough Cllr. Elms**

**c) Any update from United Utilities regarding Haweswater Pipeline work**

16.1 Cllr. Sherras had sent a report: Combined authority: a letter has been sent by RVBC Leader to Prime Minister expressing the opposition of large numbers of RVBC residents to any combination (unitary authority) with neighbouring urban authorities.

Planning white paper: Cllr. Sherras referred Members to agenda and reports for special meeting held on Wednesday 30 August from which any Planning & Development decisions had been available before Parish Council meeting.

16.2 There was no report of any meeting of AONB Committee

16.3 United Utilities maps for work had been circulated and no queries were raised.

**17. Matters brought forward by members.**

17.1 Members were informed that dog walkers were allowing their dogs to foul the Green in Bolton by Bowland. This was a further hazard currently as school children were having physical education classes on the Green, due to the need for greater social distancing. Clerk was asked to send a strongly worded letter to Ribble Valley Borough Council seeking a dog waste bin, greater signage and Dog Warden patrol.

17.2 Note was made of Japanese Knotweed on Hellifield Road. Parish Lengthsman was to liaise with Cllr. Whitwell to deal with this matter.

17.3 Members noted that trees on the roadsides of Hellifield Road are overhanging, causing a hazard to cyclists and falling leaves blocking dykes. Clerk was asked to seek action from LCC Highways.

18. To consider staff and contractor matters:

a) To consider and approve report from Working Party for the review of Parish Lengthsman's Contract including hourly rate

b) To consider and approve the Parish Clerk's Annual Salary Review

18.1 Members noted that Staff Matters were a Sensitive and Confidential Matter and it was **RESOLVED** that members of the press and public be requested to leave. Residents left.

18.2 Members considered the Report from the recent Working Party who had met with Parish Lengthsman. There had been a query from a Member who was not present regarding composition of the Working Party. Members were content with Chairman's explanation. There were no further queries and a Draft Contract had been circulated. It was then **RESOLVED** that the Working Party Report be approved, including the new Contract and that Parish Lengthsman's hourly rate be increased, as recommended, and back dated to 01 April 2020. Clerk was to liaise with Lengthsman to calculate back pay due.

18.3 Members considered a salary review for Parish Clerk, having received the 2020.21 National Salary scale and the recommendation from Finance Working Party. It was noted that the non-taxable Homeworking Allowance at 50% had been approved in principle at 24 August meeting, also that current Clerk is a Qualified Clerk. Following discussion it was **RESOLVED** that Clerk's Salary be increased at a lesser rate than Finance Working Party had recommended, and this be backdated to 01 April; also that Homeworking Allowance of £3.00 per week be backdated to 01 April 2020.

19. Date and venues for future Parish Council Meetings

19.1 Members agreed to next meet on Monday 02 November 2020 at Tosside as this was the only Village Hall currently open.

19.2 Chairman thanked all for their input and closed the meeting at 9.10p.m.