

Bolton-By-Bowland, Gisburn Forest and Sawley Parish Council

Minutes of the meeting of May 23<sup>rd</sup>, 2022, at Bolton-by-Bowland Village Hall

Councillors present: Andrew Yates, Paul Wilson, Nigel Bunyan, Susan Whitaker, Harriet Maddock (Clerk & Responsible Financial Officer)

1. Apologies of absence received
  - Derek Glover, Paul Jenkins, Hayden Fortune
  
2. To receive declarations of pecuniary and personal interest
  - No comments
  
3. Adjournment for Public Session
  
4. To resolve and confirm the Minutes of the Parish Council Meeting held 14<sup>th</sup> February 2022 (circulated & on website)
  - Minutes had been circulated to members and resolved that the minutes be approved and duly signed.
  
5. Any Matters arising from those minutes not covered on this Agenda – for information only
  - A reminder to Cllrs to sign and give new declaration forms to the Clerk
  - Councillor Yates contacted Bolton-by-Bowland School regarding the Jubilee Celebration Grant. No response from the school yet.
  - Clerk contacted LCC to investigate the issue raised of overweight HGV's using Sawley Bridge. LCC confirmed there are no weight or access restrictions.
  - Clerk will watch The Hawes Aqueduct Resilience Programme and make the Parish Council aware if there are to be disruptions within the Parish. Currently there are no plans for vehicles to pass Sawley Bridge.
  - Clerk to pick up investigation of the flooding of beck in Bolton-by-Bowland and contact Environmental Agency.
  - Both Councillor Bunyan and Clerk contacted LCC regarding flooding in Bolton-by-Bowland, opposite Coach and Horses. Councillor Bunyan gave an update that LCC had been out for a few days sending a camera down to scan and look for broken pipes. LCC have mended a pipe, looks to be almost finished.
  - Flooding on Hellifield Road resolved as further blockage has been mended. Parishioner gave gratitude to Cllrs for getting it fixed.
  - Councillor Yates to attend Parish Councils Highways Conference on 19<sup>th</sup> March.
  - Following the Clerks appointment payroll to be subcontracted to Bacs2Basics at a cost of £15 per month.
  
6. To consider proposals from members to support the Queens Jubilee Celebrations in addition to the £1,000 already granted by the council

- Agreed by all to take to a vote at the next meeting, with the caveat that proposal needs to be both meaningful and memorable.
7. To consider the replacement of all Notice Boards in the wards – a previous request that was not actioned
    - Agreed by all to replace noticeboards.
    - Clerk to follow up with specifications and quotes.
  8. To review the routine duties of the lengthsman, excluding extraordinary items so that a new Contract can be drawn
    - Clerk will identify routine tasks for each months/wards/location.
    - Clerk and Chair will meet with the lengthsman to agree hourly rate.
    - Any extraordinary tasks to go before finance committee, before the Clerk provides any instructions to the lengthsman.
    - All invoices from the lengthsman to be submitted monthly.
  9. To consider proposals from members on how to engage more proactively and positively with parishioners
    - Councillor Bunyan to be the publisher an official Parish Council Newsletter. Content to be provided to members before final edit and publication.
    - Approved by all to support the start of a Road Safety Committee for Cllrs and local parishioners. Cllr Yates will provide more detailed proposals for further discussion.
  10. To approve the Bank Balance of £57,000. New mandates are now completed and awaiting bank confirmation
    - Mandates have been changed, awaiting confirmation from Barclays.
  11. To approve £420 training costs for the Clerk
    - Approved by all for Harriet to be trained as soon as possible in all matters relating to Clerk duties.
  12. Matters brought forward by members – please note for information only
    - No comments
  13. The date of the next meeting TBC
    - Meeting proposed for 19<sup>th</sup> April 2022. Clerk to speak with Councillor Jenkins to book Sawley Village Hall.
    - AGM proposed for 23<sup>rd</sup> May 2022 at Bolton-by-Bowland Village Hall. Clerk to confirm with absent members.