

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

Minutes of the meeting of April 19th, 2022, at Tosside Community Hall

Councillors present: Cllrs. A Yates, N Bunyan, S Whitaker, H Fortune, R Veitch

Also in attendance: RVBC Cllr R Sherras, H Maddock (Clerk) and 2 Members of the Public

1. Apologies of absence received and approved
 - P Jenkins, P Wilson, RVBC Cllr R Elms
 - Resignation of Cllr D Glover was accepted, due to his relocation outside the Parish. The members expressed their gratitude for his service to the Council.
2. To receive declarations of pecuniary and personal interest
 - Cllr Bunyan declared that in relation to point 7, Russell Mason (joiner) did work on his home
3. Adjournment for Public Session
 - No comments
4. To resolve and confirm the Minutes of the Parish Council Meeting held 15th March 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 routine job list has been put together for the Lengthsman and a rate of pay confirmed. Also confirmed that invoicing is to be monthly, any duties outside of routine tasks to be formally approved and instructed by the Clerk.
6. To consider proposals from members to support the Queens Jubilee Celebrations in addition to the £1,000 already granted by the council
 - Cllrs took a vote between decorative planters for each ward or engraving of the Queen's Jubilee date and logo on new noticeboards.
 - Unanimous vote for engraving on noticeboards.
7. To consider quotes given for replacement of all Notice Boards in the wards
 - Quotes received from Johnson's Joiner, Russell Mason Joinery and The Acorn Workshop.
 - All quotes were very similar in price, and it was agreed by all for Russell Mason to carry out the work, based upon local reputation.
 - Clerk and Chair to organise meeting with Russell for final specifications and design.
8. To consider proposal of Social Media accounts for the Parish Council

- Clerk to look for examples of other Parish Council's that use social media well and put together a proposal.
9. To consider Parishioners concerns regarding changes to parking on Main Street in Bolton-by-Bowland
- Agreed for this to be a subject for the Road Safety committee when formed.
10. To consider any further actions regarding the flooding of the beck in Bolton-by-Bowland
- Clerk to liaise with Cllr Bunyan to obtain known contacts within Environmental Agency and liaise with them.
11. Motion to offer Bolton-by-Bowland Primary School a £500 contribution towards Jubilee Garden Party for pupils and parents. Monies will help purchase outdoor games (this will be used post event) and to contribute to general expenses for the event
- Unanimously agreed
12. Due the period when the Parish Council could not access its bank account, Councillors Yates and Fortune paid from expenses on behalf of the council
- Expenses approved by all
13. To approve outstanding invoices
- Outstanding invoices approved
 - Cheques for Village Halls written and signed
14. The Clerks salary: The Parish Council have a contractual obligation to pay the Clerks salary on 28th of each month. The payroll is run on the 21st of each month. It is difficult to co-ordinate this with Council meetings, therefore the Chair suggests that the payroll and subsequent payment is approved via email with the Finance Committee
- Approved by all
15. To approve the Bank Balance of £53,950.35
- Approved
16. To approve proposal from Chair that Rob Veitch assists the Clerk, with the task of completing the internal audit with the appointment of an external accountant.
- Approved by all
17. Matters brought forward by members – please note for information only
- Cllr Fortune – Village Hall Grant for Tosside Community Hall was applied for and approved last year but not processed. This to be an agenda item next month.
 - Request from BbyB residents for sleeping policemen in the village to be passed over to the future Road Safety Committee.
 - Cllr Whitaker requested Circuit and Defibrillator machines to go on the next agenda. Clerk to investigate who is maintaining Defibs.

- Cllr Bunyan to liaise with Clerk regarding investigating the issue of collapsed walls near the Copy Nook.
- Cllr Bunyan will organise collection of the damaged computer (used by previous clerk) from repair shop. It is acknowledged that the computer was unfortunately damaged whilst in storage, and the aim is to retrieve stored data.

18. The date of the next meeting (AGM) 23rd May 2022 at Bolton-by-Bowland Village Hall

DRAFT