

**Bolton-By-Bowland, Gisburn Forest and Sawley Parish Council Minutes of the meeting of  
Monday 5<sup>th</sup> December 2022 at Tosside Village Hall**

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

Also in attendance: 2 Members of the Public

Apologies: Cllr P Jenkins, H Maddock (Clerk & Responsible Financial Officer)

1. Before opening the meeting the Chair requested a private session at the end of the meeting to discuss a confidential matter, which was duly accepted by all members in attendance.
2. To receive and approve apologies for absence – The Chair received apologies for absence from Cllr Paul Jenkins and the Clerk Harriet Maddock.
3. To receive declarations of pecuniary or personal interest - No comments
4. Adjournment for Public Session (Max 3 minutes per person) - no comments
5. To resolve and confirm the Minutes of the Parish Council Meeting held on 7<sup>th</sup> November 2022 (circulated & on website)
  - Approved and duly signed by the Chair
6. Any Matters arising from those minutes not covered on this Agenda – for information only
  - a. At the last meeting Cllr Whitaker expressed the concerns of the Bolton-by-Bowland Village Hall Committee that the Coach and Horses had erected a 'patrons only' sign in the shared car park at Village Hall, and questioned which party had the legal ownership of the Car Park. On investigation Cllr Wilson found that according to the land registry the Car park was clearly owned by the Coach & Horses with right of way granted to the Village Hall. Cllr Yates said that now the facts are known he would be willing to meet with the Village Hall Committee at their January meeting.
  - b.. At the last meeting Cllr Whitaker expressed concerns over the decommissioned bins in Bolton-by- Bowland car park. On investigation Cllr Yates found that one bin (Soex) was decommissioned and duly removed. The second bin (Recycling Solutions) was in use and well maintained. This year alone the bin had collected 1 tonne. It was duly agreed that this bin (whilst maintained and in use) should remain.
  - c. At the last meeting Cllr Bunyan reminded members that Holden had no defibrillator. Cllr Yates approached Holden Clough Nursery as a potential site to situate one. In principle John Foley agreed to site a defibrillator within the car park, pending a meeting to discuss the details. Cllr Yates to follow up.
7. To consider any response to be made to planning applications on the agenda circulated to members before the meeting

- 3/2022/1047 Raygill Moss Farm: No objections

- 3/2022/0986 Smithies Bridge Farm: No objections

8. To consider supporting “Lancashire best kept village competition” for both Sawley and Bolton-by-Bowland

– Council members discussed this topic at the last meeting in relation to the expectations, judging criteria, cost and commitment needed from volunteers. Cllr Veitch reported that the Sawley Village Hall Committee, declined the invitation.

For Bolton – by – Bowland, the Council once again invited the sponsor Mr Peter Foley to the meeting, but unfortunately he was not available. With applications closing in January and with the lack of organisation to fund or manage such an event at short notice the Council members decided that on this occasion they could not support the proposal for 2023, but would review again for entry in 2024, providing that the appropriate organisation was in place.

9. To approve the bank balance of £31,407.20 - Approved by all

10. To consider and approve the payment of following. – duly approved by all.

a. Tosside Community Hall Hire - £15

b. H Fortune – Winter planting in Tosside £200

c. H Fortune – x2 Laurel wreaths supplied to the churches to at the death of Her Majesty Queen Elizabeth 11 £50

11. Matters brought forward by members – please note for information only

a. Cllr Yates discussed that following the proposal of the Best kept Village Competition, it would be sensible for all councillors to consider any essential village maintenance or improvements items or projects within their wards. Any such proposals to be discussed at the next meeting for consideration in the 2023/24 budget.

b. Cllr Whitaker brought to the members attention that the 30mph sign was still down in Bolton-by- Bowland. Cllr Yates assured her that it had been reported to LCC highways, but they were behind schedule on all maintenance issues, but would ask the Clerk to follow up.

c. Cllr Whitaker asked if the Speed Indicator Device, currently deployed in Sawley, could be placed in Bolton-by-Bowland. Cllr Whitaker was advised to ask the Lengthsman to reposition at the earliest convenience.

12. The date of the next meeting

- was proposed for Monday 16<sup>th</sup> January, however following the meeting was changed to **Monday 9<sup>th</sup> January** to Bolton-by-Bowland Village Hall Committee room at 7.30pm.

13. Private session

- Cllr Yates brought to the attention of members that on Saturday 3<sup>rd</sup> December he received an email from the Clerk, Harriet Maddock, resigning as Clerk and Responsible Financial Officer. Due to

personal circumstances Harriet stated that she could no longer provide the attention to the role that is needed. Harriet thanked the Chair and members for the support given during her time as Clerk. Acknowledging that her notice period was 1 month, Harriet asked that her last day of employment would be 3<sup>rd</sup> January 2023. In the email Harriet stated that she would be happy to continue her duties from home but would be unable to attend any meetings.

After communication with Harriet, Cllr Yates (on behalf of the Council) duly accepted her resignation.

On behalf of members Cllr Yates formally thanked Harriet for all her efforts over the past 10 months and wished her all the very best for the future.

Cllr Yates said that he would immediately search for a replacement, ideally an already experienced clerk, and asked members for their assistance. Cllr Bunyan and Cllr Fortune provided some immediate suggestions.

Meeting closed

In the absence of the Clerk, the minutes on this occasion taken by the Chair

**Clerk & Responsible Finance Officer**  
clerk@boltonbybowland-gisburnforest-sawley-pc.org.uk  
HMADDOCK