

**MINUTES OF THE MEETING OF  
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 17 May 2021 at BOLTON by BOWLAND VILLAGE HALL,  
commencing at 7.50pm., following the Annual Parish Council Meeting**

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

**Also in attendance :** Borough Councillor R. Sherras, 7 members of public & the Parish Clerk

Chairman, Cllr. Twist, having been duly elected, signed Declaration of Office. This was countersigned by Clerk, to be then submitted to Ribble Valley Borough Council.

Chairman then welcomed all to the meeting which was held socially distanced, following Covid guidance and all wearing face masks. Three 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 Borough Cllr. Elms had sent apologies, which were noted.
- 1.2 Chairman expressed particular thanks to Cllr. Fortune for his 4 years as Chairman & to Cllr. Foster for his contributions to Parish Council

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

- 2.1 There were no Declarations made.

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

- 3.1 A resident of Holden expressed concern regarding the damaged walls across from Copy Nook and on Holden Lane, and noting that Holden Lane had previously been designated as a "Quiet Lane" but signage had been removed. The resident also expressed concerns regarding the speed of traffic, particularly on the narrow lanes where there were no pavements for walkers & little room for cyclists.
- 3.2 A Tosside resident expressed the wish that a shared vision be allowed for a proposal for Church Acre
- 3.3 A second Tosside resident informed Council that grass verges adjacent to The Plantation had been strimmed by residents.

**4. To resolve to confirm the Minutes of the Parish Council Meeting, held on 05 October 2020**

- 4.1 The Minutes of the Parish Council Meeting held on 05 October 2020 had been published and circulated to Members. A minor amendment was requested at point 5.1 of the heading for those Minutes and, following the amendment it was

**RESOLVED that the Minutes of the Parish Council Meeting of 05 October 2020 be approved and signed.**

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

- 5.1 There were No Matters Arising from those Minutes.

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

- 6.1 Recent applications & decisions made since October Parish Council meeting had been circulated to Members and no objections were raised regarding current applications. It was noted that all Planning Applications for the Parish were on Parish Council's website.

**7. To consider, review and approve all Parish Council policies, with amendments where appropriate:**

- a) **Code of Conduct, Standing Orders, Asset Register, Financial Regulations, Risk Register, Complaints Procedure, General Data Protection Policy, Privacy Policy, Grievance Policy, Retention Policy & Accessibility**

7.1 Members noted that all policies are published on Parish Council's website. Members were then asked to fully review all policies prior to any amendments being considered at the next Parish Council Meeting.

**b) To consider and approve the Internal Auditor's Report to 31 March 2021**

7.2 The Internal Audit report had been circulated to Members: there were no matters of concern and it was

**RESOLVED that Internal Audit Report to 31 March 2021 be accepted and approved**

**c) To consider and approve the Annual Governance Statements to 31 March 2021**

7.3 Annual Governance Statement was discussed by individual heading, then completed and it was

**RESOLVED that Annual Governance Statements to 31 March 2021 be approved and duly signed.**

**d) To consider and approve the Annual Financial Statements to 31 March 2021**

7.4 The Annual Financial Statements for the year to 31 March 2021 had been circulated and it was

**RESOLVED that Annual Financial Statements to 31 March 2021 be approved and duly signed**

**e) To consider and approve the Period for the Exercise of Public Rights between Monday 14 June 2021 & Friday 23 July 2021 inclusive.**

7.5 Members noted the suggested dates for Exercise of Public Rights and it was

**RESOLVED that the dates for Exercise of Public Rights be between 14 June 2021 and 23 July 2021 inclusive.**

**RESOLVED that Proper Officer deal with finalising Annual Audit process, including External Audit and publication of all appropriate documents.**

**8. To consider and approve the installation of a further defibrillator in Bolton by Bowland village, possibly sited near Forest Becks: Item deferred from previous meeting (Cllr. Holt)**

8.1 Cllr. Holt informed Members that no suitable site had been found in the Forest Becks area and no progress on this item would be possible. Members noted that a Defibrillator is located at Holden Clough Nursery, but whether location was accessible when Nursery was closed was to be investigated, which Cllr. Bunyan offered to do. Cllr. Foster confirmed that North West Ambulance Service had locations for all defibrillators, and they, in addition to Councillors carried out periodic checks.

**9. To consider and approve any actions for support towards broadband provision across the Parish. Item deferred from previous meeting (Cllr. Wilson) and to consider and approve any response regarding Consultation on Broadband, circulated to Members**

9.1 Cllr. Wilson updated Council on the progress for broadband provision across the Parish, noting the postponement due to Covid. He was thanked for a comprehensive report.

**10. 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.**

10.1 Various responses to earlier correspondence had been circulated to members and a request for a meeting with MP had been sent, however the meeting was deferred due to Covid. Members noted that, whilst Sawley Road resurfacing had been a vast improvement, other areas of the Parish had major defects. Members noted the poor, short term quality of repairs carried out, which needed repetition and therefore a waste of resources. Members also fully agreed with the concerns from the public session regarding speeding. It was noted that 30mph sign on Hellifield Road had been damaged, in addition to a number of other road signs showing rust near the base. Members noted that some trees on Hellifield Road had been cut back, but the overhanging bushes needed severe cutback in order to improve sightlines and to allow usage of the full road width. Members were informed of an incident at Forest Becks, again the bend had not been successfully negotiated due in part to lack of signage. Members again expressed concerns regarding damaged walls in Holden area of the Parish, noting that corner opposite Copy Nook was under

legal dispute regarding fault. It was then

**Resolved: Clerk to write to LCC Highways Officers, LCC County Cllr. Mirfin & Nigel Evans MP to re-arrange a site meeting to demonstrate some of the areas of concern.**

**Clerk to write to LCC asking for attention to the numerous items highlighted in discussion.**

**Clerk to write to Davis & Bowring (Landlord's Agents for owners of Holden Lane) to request urgent repairs.**

10.2 It was suggested that Members measure any defects in the road, recording exact locations & the collated details be used as part of a Report to support the site meeting.

10.3 Speed Indicator Devices were agreed to be considered at a future meeting & Clerk was asked to research & compile a report. Signage for the pull in on Holden Lane was discussed, but Members noted this would need LCC consent, which was unlikely to be given.

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

11.1 Members noted this item had been deferred from earlier meetings. Types of tree, exact locations & planting arrangements to be resolved (a budget of £300 per village was resolved Feb. 2020) Members noted that Tosside had determined location & trees, Bolton by Bowland had determined location & wished to have suitable indigenous species, Sawley Village Hall correspondents were in favour, but permission for location had not been agreed. No plaques had been approved, but suggestions for VE Day & VJ Day for each village were put forward. Clerk was asked to obtain suitable quotes for 8ft to 10ft trees & plaques for the following meeting. Cllr. Foster offered to obtain Trustee contacts for Sawley Village Hall.

#### **12. To consider and approve any actions for Spring Planting in Villages, with any update on RV In Bloom Grant**

12.1 Members noted that Grant of 50% of £1,158 has been applied for, Offer letter £347.00 received. Following discussion it was then

**RESOLVED: The successful bid to Ribble Valley In Bloom was gratefully received; Clerk was to instruct Mr. Cook of Oaktrees Nursery to proceed with his quote in a similar way to 2020 planting**

#### **13. 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**

13.1 Details and photo of the bench at the old bridge at Holden had been circulated, noting the unsafe condition and that the bench had been donated pre 1974, but it was not known if the donor could still be contacted. Cllr. Bunyan offered to speak with a local elderly resident as a further enquiry.

13.2 Cllr. Park gave a full report on a site meeting held with Ribble Rivers Trust and Environment Agency to ascertain cause & effects of flooding from Kirk Beck through Bolton by Bowland. Parish Lengthsman had cleared a tree blockage under the bridge & had been asked to view all culverts on Hellifield Road to ascertain time involved for clearance. Whilst Ribble Rivers Trust & Environment Agency had put forward suggestions, and works were on their remedial list, the budget for this was not in the current priority list.

13.3 Members had been made aware of issues regarding Old Sawley Road from Southport House up Sawley Brow which had been the main road up to A59 road bypassing the village. The section had been on Definitive Map, was not on current Map, despite being walked by residents and visitors. A section near the top had a gate across; tenant farmers had access to fields adjacent, but the definitive Right of Way was unclear, due to ownership issues. Clerk was asked to research cost of Land Registry registration fees for next meeting.

13.4 Sawley War Memorial, with wall & railings; the ownership and responsibility for this Memorial was unknown. Members expressed concern that repairs were needed and Clerk was asked to research ownership. It was noted that historically Sawley was part of West Riding of Yorkshire and archives had not yet been found.

**14. Accounts****a. To approve Bank Balance £61,008.73**

14.1 Members noted and approved the bank balance at time of meeting as £61,008.73

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

14.2 Bolton by Bowland Village Hall had submitted an application, with accounts to 31 March 2021, which had been circulated prior to meeting. Members noted conditions for grants needed further quotes & Clerk was asked to seek these from the Trustees.

**c. To consider and approve any invoice payments due, following approval of Fin Doc 01.04.21**

14.3 Invoices due for payment were reported as:

M. Bishop Consulting (Internal Audit 31.03.21)	£200.00	Cheque 100984
Parish Clerk net salary April	£222.53	Cheque 100985
Parish Clerk (Office & homeworking expenses)	£209.57	Cheque 100985
Parish & Town Training (Effective Meetings)	£25.00	Cheque 100986
L. Holt (Flowers for Church, Sect 137)	£25.00	Cheque 100987

**RESOLVED that the above payments be approved; cheques signed by Cllrs. Twist & Whitwell**

**d. To receive an update regarding the Heritage Trail booklet project**

14.4 An update regarding Heritage Trail Booklet project had been circulated. A query was raised regarding print run & Clerk was asked to respond.

**e. To consider and approve any expenditure on training**

14.5 Cllr. Twist had requested funding for Effective Meetings at £25.00 which had been approved at Item 14.3. No other training requests were made.

**f. To consider and approve any response to letter received re Church Service 27.06.2021 at Bolton by Bowland**

14.6 Members had been circulated with a letter from St. Peter & St. Paul's Church regarding the Festival to be held on 27 June with Afternoon Tea at 3.00pm, then Evensong at 6.00pm. Contributions towards the floral arrangements were requested by Cllr. Holt on behalf of Church and it was

**RESOLVED that a contribution of £25.00 be made, under Section 137**

**15. To receive reports from meetings and outside bodies****a) LCC County Council Report by new LCC Cllr.**

15.1 LCC Cllr. Mirfin had been elected and invited, but no response had been received.

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

15.2 Cllr. Sherras reported that, following recent Elections, Mayor Making Ceremony was to take place on 18 May 2021, with new Committees then formed. Parish Council Liaison Committee was planned for June, however virtual meetings could no longer take place & a suitable Covid compliant venue would need to be determined.

**c) Area of Outstanding Natural Beauty Report –Borough Cllr. Elms** Due to Cllr. Elms apologies, there was no report

**16. Matters brought forward by members. NOTE THAT ANY OTHER MATTERS ARE FOR INFORMATION ONLY –**

16.1 Members had viewed the old photographs & newspaper cuttings on Parish Council's website Gallery with pleasure. Clerk was asked to write to thank Mrs. Collinson for generously sharing these.

**17. To consider staff and contractor matters:**

**Due to the sensitive and confidential nature of the following items, members wished to resolve that press & public be excluded from these items and that no recording was to take place.** The public then were thanked for their attendance and left the Meeting.

**a. To consider and approve a Working Party for the review of Parish Lengthsman's Contract including hourly rate**

17.1 Members discussed previous arrangements for discussions with Parish Lengthsman, noting that he is a self employed contractor. It was then agreed that, following recommendations on hourly rate from Finance Working Party, a meeting would be arranged when Cllrs. Twist, Park & Parish Clerk would meet with Parish Lengthsman to agree Contact & hourly rate for the coming year.

**b. To consider and approve the arrangements for Parish Clerk's Annual Appraisal**

17.2 Following discussion it was agreed that Cllrs. Twist & Curry would carry out Clerk's Annual Appraisal.

**18. Date and venues for future Parish Council Meetings**

18.1 Members had agreed in the earlier Annual Parish Meeting that the next Parish Council Meeting was to be held on 07 June 2021; since work was being carried out at Tosside, Clerk was to hopefully book Sawley Village Hall.

18.2 Members to note that Clerk will be on Annual Leave for a week from 04 July 2021

Chairman then thanked all for attending before closing the Meeting at 9.22 p.m.