

**MINUTES OF THE MEETING OF
BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL
HELD AT BOLTON BY BOWLAND VILLAGE HALL
MONDAY 02 MARCH 2015 AT 7.30 PM**

Present: Joan Porter (Chair), Nicky Capstick, Allan Clements, Liz Moorhouse
Mary Walsh
County Cllr David Smith, Borough Cllr Richard Sherras, Clerk and four
members of the public

Apologies: Jonathon Backhouse, Lynda Holt, John Thornber, John Walmsley,
Paul Wilson

MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council meeting of 02 February 2015 had been previously
circulated.

DECLARATION OF INTEREST

None

PUBLIC PARTICIPATION

Joe Simms queried the progress of a matter raised at the meeting with the Senior Traffic
Engineer in early December 2014 and the Clerk agreed to contact the Engineer accordingly.
Mr Simms also advised that drainage and flooding issues continued to cause problems in
Sawley. It was noted that a meeting had been arranged with a Senior Engineer responsible
for the condition of the roads on 13 March 2015 at which drainage/flooding issues could be
discussed.

Arnold Foster expressed concern over the expenditure incurred on the Neighbourhood Plan
and queried whether there was money available to deal with any contingencies which may
arise regarding the Plan. It was suggested that the response from RVBC to the draft
Neighbourhood Plan would necessitate much additional work to revise the Plan but Borough
Cllr Sherras advised that many of RVBC's comments related to detail, rather than
substantive issues, so could be dealt with more easily than it would at first appear. Allan
Clements stated the approximate sum spent to date on the Neighbourhood Plan and
advised that it was likely further Locality grants could be obtained.

NEIGHBOURHOOD PLAN

It was noted that 30 responses regarding the draft Neighbourhood Plan had been received
from both appropriate organisations and residents. The responses would be collated by
Kirkwells who would report to the Steering Group meeting on 11 March 2015.

Allan Clements stated that Kirkwells would advise whether the responses received would be
reproduced in any subsequent documentation which would be viewed by the Parish Council.

The procedure to now be followed with the Neighbourhood Plan was confirmed and the
current position of RVBC in the process clarified.

PLANNING APPLICATIONS

Static caravan, Lower Flass Farm, Bolton-by-Bowland

It was noted that an objection had been lodged with RVBC regarding the above application.

PARISH LENGTHSMAN

It was explained that a meeting had been held in February 2015 involving representatives of the Parish Council, Trustees of Tosside Community Link and James Waddington to discuss ownership of the lengthsman's equipment. It had been suggested and agreed by those present that the equipment should be transferred to the ownership of James Waddington. Formal agreement to this course of action was now awaited from the Trustees of Tosside Community Link. It was noted that James Waddington had provided a contract of employment from several years ago as a basis on which to draw up a revised lengthsman's contract.

FINANCIAL REPORT

Financial Statement

The Clerk distributed a summary of income and expenditure for the period 01 February 2015 to 27 February 2015. Cheques totalling £1,084.13 had been presented in the month and income of £825 received and details were provided.

<i>Invoices for approval</i>		£
Bolton-by-Bowland Village Hall	Room Hire (Neighbourhood Plan)	12.00
Sawley Village Hall	Room Hire (Parish Council)	36.00
Mrs C A Holmes	Clerk	100.00
Post Office Ltd	Clerk's PAYE	25.00
Kirkwells	Neighbourhood Plan	2,220.00
Mrs C A Holmes	Clerk's Miscellaneous Expenses	65.92
Mrs C A Holmes	Clerk's Additional Work	60.00
Post Office Ltd	Clerk's PAYE	15.00
Zurich Municipal	Insurances (Annual Renewal)	243.80
LALC	Annual Subscription	194.76
		Total: 2,972.48

Report of the Working Group on Financial Controls

The Chair advised that the Working Group had met prior to the Parish Council meeting and had discussed the fixed asset register, the risk register and draft financial regulations.

Fixed Asset Register/Risk Register

These items would be finalised by the Working Group and presented to the next Parish Council meeting for approval.

INSURANCES

The Clerk advised that the annual renewal documentation had been received from Zurich Municipal and the renewal premium quoted was £243.80 which was commensurate with last year's cost.

The Chair advised that an offer had been received from Zurich of £11,908.96 in full and final settlement of the fidelity claim. It was agreed unanimously that this offer be accepted.

The Clerk advised that the renewal premium would not take into account the successful fidelity claim which would therefore impact on next year's renewal costs. It was agreed that the insurance covers should be renewed with Zurich at the cost quoted.

FLOOD GAUGE – BOLTON-BY-BOWLAND

The Clerk explained that the Environment Agency had confirmed that no planning permission was required for the installation of a flood gauge in a Conservation Area. The Clerk had pointed out to the Environment Agency that a measuring device was already in situ on the stream near Skirden Bridge so an offer had been made to install the gauge as appropriate on Kirk Beck instead.

DATE AND LOCATION OF NEXT MEETING

Monday 13 April 2015 at 7.30 pm at Tosside Community Hall