

**MINUTES OF THE MEETING OF
BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL
HELD AT BOLTON-BY-BOWLAND VILLAGE HALL
MONDAY 05 OCTOBER 2015 AT 7.30 PM**

Present: Ian Willock (Chair), Cath Curry, Hayden Fortune, Arnold Foster,
Lynda Holt, Roger Park, Mary Walsh, Paul Wilson, Borough Cllr Richard Sherras,
Clerk

Apologies: Allan Clements, Liz Moorhouse, Elizabeth Twist, Borough Cllr Rosie Elms,
James Waddington (lengthsman)

ELECTION OF CHAIR OF MEETING

In the absence of both the Chair and Vice Chair Ian Willock was elected to Chair the meeting.

APOLOGIES

The apologies noted above were accepted.

MINUTES OF 07 SEPTEMBER 2015

The Minutes of the Parish Council meeting of 07 September 2015 had been previously circulated.

It was agreed that wording to cover a possible review of ward representation, as discussed at the September 2015 meeting, needed to be added to the draft Minutes and the Clerk agreed to make the necessary addition. Subject to this amendment the Minutes were accepted as a true record of proceedings at that meeting and duly approved for signature.

MATTERS ARISING

It was confirmed that the Code of Conduct as adopted by the Parish Council at the September 2015 meeting, based on the LGA precedent, was acceptable and a revised version was not required.

DECLARATION OF INTEREST

None

PUBLIC PARTICIPATION

None

NEIGHBOURHOOD PLAN (NP) – UPDATE

Roger Park advised that £4,693 from Groundwork UK had been received to fund the Strategic Environmental Assessment (SEA). The Assessment was currently work in progress and any issues arising therefrom would be contained in the revised NP. Kirkwells had advised that there

could potentially be a need for another consultation period as a result of the SEA but Borough Cllr Sherras stated that this would probably only be necessary if significant changes were required pursuant to the SEA. It was noted that the revised NP was unlikely to be brought back to the Parish Council before the end of the calendar year. Arnold Foster requested a breakdown of the Kirkwells invoices which it was agreed should be obtained. Ian Willock advised he would circulate the NP Steering Group's Terms of Reference which he believed were in documentation previously circulated by Allan Clements.

PLANNING APPLICATIONS AND MATTERS

a) *Butcher's Laithe, Anna Lane*

It was noted that the Parish Council had had no objections to this application but there had been concerns raised by certain residents who lived near the property concerned. It was noted that the issues raised by residents would be for the Borough Council to deal with as part of the planning process.

b) *The Old Coach House, Bolton-by-Bowland*

The Clerk reported that, following a refusal of the original application in respect of this property by RVBC, the applicants had lodged an appeal. It was noted that the Parish Council had not objected to the original application.

The Clerk also reported that an application for a slurry lagoon at Closes Hall Farm had very recently been received so was under consideration as appropriate.

PARISH LENGTHSMAN

The Clerk reported that the lengthsman would not be submitting an invoice this month but intended to add work undertaken since the last meeting to the following month's invoice.

The Clerk also advised that the first request under the Lancs CC Local Delivery Scheme had been received in respect of work required on an overgrown signpost. The lengthsman had indicated he was happy to undertake the work concerned.

It was reported that £200 had been received in July 2015 from Lancs CC in respect of joining the Local Delivery Scheme but that the money had already been paid in May 2015. The Clerk submitted that the £200 paid in July 2015 was intended for Gisburn PC who had joined the Scheme but not yet received any money.

FINANCIAL REPORT

The Clerk distributed a summary of income and expenditure for the period 01 July 2015 to 30 September 2015. Cheques totalling £2,100 had been presented in the period and

income of £4,693 received from Groundwork UK for the NP SEA and £200 erroneously received in duplicate from Lancs CC for the Local Delivery Scheme.

INVOICES FOR APPROVAL

BDO LLP (external auditors) £240

BANK SIGNATORIES

It was noted that Ian Willock had been successfully added as a signatory to the bank account. It was explained to Mary Walsh that a certified copy of her ID document was required which could then be sent to the mandate team alongside the form already counter-signed by Allan Clements and Ian Willock. It was noted that difficulties had arisen in the past when the ID documents had been sent separately from the mandate change form.

YEAR END MATTERS

The Clerk explained that the duly completed Annual Return had been received back from the external auditors with a qualified audit opinion, as previously advised. The reason for the qualification concerned the lack of a budgetary process to substantiate the 2014/15 precept request and the fact that a risk assessment had not been approved by the Council during the financial year. It was noted that both of these issues had been addressed and the external auditors had seen both the 2015/16 budget and the risk assessment approved in April 2015. Several minor issues concerning the Annual Return had also been noted by the auditors and these were outlined. The Clerk advised that she would be circulating the Issues Arising report to all councillors electronically. The conclusion of audit notice had been displayed as appropriate. The Council duly accepted the Annual Return and the Issues Arising report.

PARISH COUNCIL WEBSITE

Ian Willock advised that the existing process for updating and maintaining the Parish Council website was unlikely to be satisfactory in the longer term and he had therefore spoken with a website professional who had outlined other options available. Details and costs of the more professional options potentially possible were provided. It was explained that the preferred option – using parishcouncil.net - would involve a one-off cost for template build of £250 with the costs of hosting the site then being £200 per annum and data input also being in the region of £200 per annum. It was agreed unanimously that the parish council website should be hosted by parishcouncil.net and that the Clerk could potentially complete the templates as required and be recompensed accordingly.

RVBC PARISH COUNCIL GRANTS

The Clerk advised that RVBC were offering grants to Parish Councils within the Borough to be spent in any way the Parish Council wished. Bolton-by-Bowland, Gisburn Forest & Sawley had been awarded an allocation of £3,000. The closing date for applications was 30 September 2016 and all applications had to be approved by the Ward Councillor. There was no minimum or maximum grant for individual projects and no match funding requirements.

It was agreed that the grant of £3,000 be divided equally between the three wards and that appropriate publicity be given in each of the villages to encourage local groups to come forward with ideas for applications.

BOROUGH COUNCILLORS' REPORT

Borough Cllr Sherras advised that the topic of his report had already been covered in the previous item but explained that applications for the RVBC grants had to be approved by the appropriate ward councillor so there would actually be three different signatories for applications from the parish as each village was served by a different Borough Councillor.

RVBC PARISH COUNCIL LIAISON COMMITTEE – 10 SEPTEMBER 2015

Hayden Fortune advised he had attended the PCLC on 10 September 2015 and provided a written summary of the matters discussed, namely: policing in the Ribble Valley, bus routes, A boards, parish grants and the Tour of Britain.

CORRESPONDENCE

The Clerk advised she had received letters from RVBC regarding consultations on changes to licensing and gambling laws and regulations and details were given.

ANY OTHER BUSINESS

Hayden Fortune provided a summary of the RVBC trip to the Lancashire Recycling facility at Farington in August 2015.

Hayden Fortune also reported that several residents of Tosside had submitted comments to the Electoral Commission under the Lancashire Electoral Review.

DATE AND LOCATION OF NEXT MEETING

Monday 02 November 2015 at 7.30 pm in Bolton-by-Bowland Village Hall