

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 6<sup>TH</sup> FEBRUARY 2017 AT TOSSIDE COMMUNITY LINK**

**Present:** Cllr. E. Twist (Chairman), Cllrs. A. Clements, C. Curry, A. Foster, L. Holt, H Fortune, R. Park, M. Walsh, I. Willock P. Wilson,

**Also in attendance :** Clerk. Ribble Valley Borough Councillors R. Elms, R. Sherras, **Parish Lengthsman and 8 residents** (including MP's representative)

**Chairman welcomed all to the meeting**

**1. Apologies for Absence**

1.1 Apologies for absence had been received from Cllr. E. Moorhouse, In addition LCC Cllr. D. Smith had sent apologies. It was

**RESOLVED that these apologies be received and approved.**

**2. Adjournment for Public Session**

2.1 Several residents reiterated their concerns regarding the Neighbourhood Plan, requesting that Parish Council consider withdrawal of the Plan. A letter had been received from Lancashire County Councillor Albert Atkinson, (addressed to the Clerk but had not received by her or by Councillors) which a resident read out, reiterating the concerns he had expressed in his October letter. A resident from the Tosside area wished to emphasise previous concerns regarding previously raised points of objection especially regarding boundary and land ownership issues;

2.2 Nigel Evans MP's assistant read out comments from the MP's office, appreciating the divisive nature of Neighbourhood Plans on communities, querying whether undue haste had been used in this case

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

3.1 There were no declarations.

**4. To Resolve to Confirm the Minutes of the previous meeting (held on 5<sup>th</sup> December 2016)**

4.1 The Minutes of the meeting held on 5<sup>th</sup> December 2016 had been circulated and it was

**RESOLVED that the Minutes be signed as a true and complete record.**

**5. Any Matters Arising from the Minutes not on the Agenda**

There were no matters arising from the Minutes not on this agenda

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

6.1 Planning Applications had been circulated for comments ;

- 3/2017/0042 Lower Monubent Farm discharge of conditions from approved 3/2016/0821
- 3/2017/0056 Spread Eagle, Sawley discharge of conditions from approval 3/2014/0099

**RESOLVED – No material objections to the above applications**

Clerk circulated an updated list of decisions.

**7. To consider the appointment of Examiner for the Neighbourhood Plan.**

7.1 Clerk explained that she had met with Colin Hirst at Ribble Valley Council Office in part to discuss this. There are two options, using an RICS qualified examiner who will be nominated to Ribble Valley, which they can refuse ; or to use a Planning Inspectorate examiner at double the cost. Mr. Hirst had pointed out that financial considerations were a factor, as was experience of Neighbourhood Plans in rural areas and he was seeking further information from colleagues, but would contact the Clerk with details when these are known. It was

**RESOLVED that Clerk circulate Ribble Valley recommended examiner details and if a decision be needed prior to next scheduled Parish Council meeting, then an Extraordinary Meeting could be convened for this one item.**

**Parish Council wish to use an RICS examiner, but would like to know who & why Ribble Valley recommendation is made.**

7.2 A discussion took place following residents request for a possible withdrawal of the Plan. Whilst this could be considered, no item for withdrawal was on the agenda, therefore a decision would be unlawful. Due consideration to this option was to be given by members, with an agenda item for March agreed. Cllr. Sherras informed that legally the Plan could be withdrawn up until the time Ribble Valley Borough Council receives the Examiner's Report, but before Ribble Valley Borough Council approves to instigate a Referendum.

7.3 Members were unsure of the location of some background papers, which had caused some disquiet. It was therefore

**RESOLVED Clerk to contact all past & present Steering Group members and Councillors explaining that legally all documentation is owned by Parish Council and needs to be held by the Clerk.** This could then be inspected, subject to being checked and redacted as necessary, within a timeframe allowable. All were in favour, except for one abstention.

**8. To consider any response to Lancashire County Council budget proposals**

8.1 These had been circulated and were noted.

**9. To consider the approval of Revised Standing Orders**

9.1 These had been circulated and were discussed. Members wished to continue to limit public participation to three minutes per person, with no overall limit. Meetings were agreed to be limited to two hours, however if circumstances so dictated, this could be extended, by resolution. It was therefore

**RESOLVED – that Parish Council approve and adopt Revised Standing Orders, unanimously.**

**10 To consider the approval of Revised Code of Conduct**

10.1 Chairman had discussed the draft documents with Clerk, prior to circulation. Members considered the Code

**RESOLVED – – that Parish Council approve and adopt Revised Code of Conduct, unanimously**

**11. To consider the approval and adoption of a Complaints Procedure**

11.1 This matter was discussed following December meeting and it was

**RESOLVED – – that Parish Council approve and adopt Complaints Procedure, unanimously**

**12. To consider arrangements for future Chairmanship, whether an Annual Meeting should be held and arrangements and venue for the Annual Parish Council Meeting**

12.1 Members were asked to consider whether the customary method of circulating Chairman's role meant choosing the most suitable person as Chairman. It was agreed that this matter be deferred.

12.2 Clerk explained that some Parishes hold an Annual Meeting prior to a Parish Council meeting when local groups are invited to put forward their annual reports. Whilst members appreciated such involvement, due to the number of groups, it was agreed that better communication might be achieved by inviting a group to participate throughout the year, by invitation with an item included on the agenda.

12.3 Clerk then explained that Parish Council Annual Meeting is a legal requirement, separate from the May Parish Council meeting, when officers and representatives to other bodies are elected, and meeting schedule and venues for the following year defined

**13. To receive and consider Parish Lengthsman's Report ; to further consider and approve Parish Lengthsman's Contract**

13.1 The Parish Lengthsman presented a report which Clerk read. She had not received insurance documentation, (which he agreed to supply as soon as possible) and therefore contract was deferred

**RESOLVED Parish Lengthsman's Report was approved**

**14 To consider any training necessary for Councillors or Clerk in next financial year**

14.1 Clerk informed members of the forthcoming Chairmanship workshop and listed the year's courses. No Councillors wished to participate, and Clerk is undertaking Certificate in Local Council Administration already. Training was therefore noted.

**15 To consider defibrillator training in Tosside and donation for such training**

15.1 Members were informed that this has been scheduled for two sessions on 24<sup>th</sup> March 3pm till 5pm, then 7pm till 10pm. At Tosside Community Link, places to be booked with James Waddington or Anne Groves

**16. To consider any entry to be made to Lancashire Best Kept Village Competition**

16.1 Details for this competition were circulated, but members were unsure that an entry should be submitted

**17 To consider any response to Ribble Valley Borough Council's offer for Dog Owner Training**

17.1 Members welcomed the initiative but felt it more appropriate for other parishes

**18. To consider and approve funding application to NALC for Parish Laptop and website training**

18.1 Members agreed that a second person should be responsible for website work. Clerk had investigated funding, as this is a Transparency matter. Discussion on the application followed, total grant to cover laptop, wireless printer, Microsoft Office and Clerk's time for training in addition to 3 hours time to update website to end of March, at a total of £1240. Clerk sought approval for this equipment to be shared with Mellor Parish Council on a pro rata basis, since Mellor Parish Council has paid for all of her training to date, which benefits both Parish Councils. Following discussion, when appreciation was expressed to Cllr. Willock for all the work he has put into the website, mention was also made of the previous Working Party, comprising Cllrs. Foster, Willock and Wilson who were responsible for protocols for the website it was

**RESOLVED that Clerk submit NALC application and purchase equipment as detailed, ensuring these items be added to Asset Register and that Website Working Party continue as convened.**

**19. To consider future Working Party Meeting to review policies for recommendation and approval by Parish Council in order to progress business**

19.1 Clerk explained that Working Parties can be convened on an ad hoc basis, but have no powers, unlike formal Committees & Sub Committees which can, but are subject to more formality. Members were reluctant to delegate powers, but were prepared to consider options and this item was therefore deferred for future discussion

**20 Accounts**

20.1	<b>Bank Balance</b> as at 31.01.17	£26,470.0	
20.2	<b>Invoices for approval :</b>		
	Tosside Community Link – (Feb room hire)	£15.00	Cheque 100764
	James Waddington Inv 30	£563.75	Cheque 100765
	E. Twist reimb. For Training	£ 50.00	Cheque 100766
	Ribble Valle CFR – Defib Training	£200.00	Cheque 100767
	T. Taylor Dec. & Jan net salary	£240.00	Cheque 100768
	E-Mango webhosting to Feb 2017	£345.60	Cheque 100769
	HMRC – PAYE to 05.01.17	£90.00	Cheque 100770
	Bolton by Bowland Village Hall	£12.00	Cheque 100771

**RESOLVED – all the above invoices were approved for payment**

20.3 Clerk was asked for Budget vs Actual cashflow position, to which she apologised, due to time constraints she had not prepared but would ensure this was done for March meeting.

20.4 **To consider request for financial support for the Heritage Trail** : An application for start up funding for an updated booklet had been circulated. Members discussed this but felt details of clarification were needed Borough Cllr. Elms suggested that the group approach AONB for funding. Cllrs. Moorhouse & Walsh had not seen the request due to lack of email. Following discussion it was

**RESOLVED – that Mr. Darlington be invited to March meeting to explain details of ownership of the project and financial details. Clerk to ensure copy be sent to Cllrs in the post, as necessary**

**21. To receive reports from meetings**

21.1 **Ribble Valley Borough Council** Cllr. Sherras updated members regarding "Heroes wanted" campaign for a Spring Clean, and the Beacon Project to commemorate the Centenary of the end of World War One, but registration for this is necessary with the Pageant Master. It was

**RESOLVED – Clerk to register an interest for each village with the Pageant Master**

21.2 **Ribble Valley Parish Council Liaison Meeting** – Cllrs. Sherras & Elms updated members regarding Dog Warden events to educate dog owners, Transparency Code updates, opposition to the withdrawal of payphones, benefits for the elderly & recommendations for the warding changes whereby Sawley would come under Cllr. R. Elms' area.

21.3 **Ribble Valley Local Association of Parish Councils** –Chairman had sent apologies for this meeting, due to other commitments.

**22 Matters brought forward by Members**

22.1 Members were notified of Lancs. Ass. Of Local Councils Conference 25<sup>th</sup> February, County Hall – any who wished to attend to contact Clerk.

22.2 Members had considered Zurich Insurance Renewal Quote and approved this in principle

**Chairman thanked all for their input and closed the meeting at 9.36 pm**

**23 Date of the next scheduled meeting – Monday 6<sup>th</sup> March 2017 at Bolton by Bowland Village Hall**