

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 9th APRIL 2018 at BOLTON by BOWLAND VILLAGE HALL,
commencing at 8.00pm, following the ANNUAL PARISH MEETING**

Present: Cllr. H. Fortune (Chairman), Cllrs. A. Clements, C. Curry, A. Foster, L. Holt, E. Moorhouse, E. Twist, M. Walsh, P. Wilson Also in attendance ; Borough Cllrs. R. Elms & R. Sherras, Parish Clerk & 3 members of the public

Chairman welcomed all to the meeting and informed all that 2 people were recording the Meeting

1. To receive and approve apologies for absence

1.1 Apologies had been received from Cllrs. Park & Willock and it was

RESOLVED that these apologies be accepted & approved

2. To receive declarations of pecuniary or personal interest

There were no Declarations made

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

There was no comment made by the residents present

4. To resolve to confirm the Minutes of the Previous Meeting held on 5th March 2018 (on website)

4.1 Members noted an error that the March Minutes should have recorded 30 members of the public were present. Following this amendment, it was

RESOLVED that the Minutes of the Meeting held on 5th March 2018 be approved and signed.

5. Any Matters arising from the minutes not covered on this Agenda FOR INFORMATION ONLY

There were no Matters Arising

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

- o None at date of agenda
- o **To consider and approve any response to the letter to Cllr. Clements from Cllr. Walsh regarding Planning Matter**

6.1 Planning Application 3/2018/0074 Burnridge School House, Grunsagill Road, BD23 4SL – extension & alterations. Members had been informed of this recent application, after agenda date. The Applicant's Agent had contacted Clerk asking if any burials were known of, as this had been an Inghamite Chapel. Assurance was given that none were known, the property would have been in Craven District. No objections to the application were to be noted.

6.2 Cllr. Walsh was again reminded that letters pertaining to Parish Council business must be sent to Clerk, not to individual Cllrs. Her letter had been circulated to members. In response to her query regarding Planning Matters, the Minute of 8th May 2017 was read, in agreement that all on email were consulted on all planning applications in the Parish. Since her queries had been met during the meeting, no written response was deemed appropriate.

7. To receive and consider Parish Lengthsman's Report

7.1 Clerk read Lengthsman's Report, detailing his recent work, which was accepted. The view was expressed that the figure in the Annual Budget for Lengthsman was being exceeded, however members agreed that funds from the Contingency budget would adequately cover the Lengthsman's work and future consideration could be given to fully cover the works needed in to future budget as further time needed for work.

7.2 Members requested consideration be given to painting the railings on Copy Nook corner. It was agreed that this work should be considered in summer and the item be added to May agenda for resolution.

8. To receive the response by LCC Highways regarding re-siting of SPID in Bolton by Bowland

No response had again been received from LCC Highways

9. To further consider and approve replacement of a bench in Sawley, near the Village Hall.

9.1 Further to previous resolution when a replacement bench had been approved, Cllr. Twist agreed to order the wooden bench and liaise with Parish Lengthsman to fix it. Again, no response had been received from LCC Parish Champion on funding.

10. To receive and consider any further report from Highways Working Party, residents' request for update and any actions for approval regarding flooding at Acresfield Corner, Grunsagill

Again, there had been no response received from LCC Highways

11. To consider and approve any actions for the existing defibrillator in Bolton by Bowland, and to consider and approve any additional defibrillator provision

11.1 Members had previously resolved to re-locate the defibrillator from Information Centre to Bolton by Bowland Village Hall, however permission for this was needed from Ribble Valley Borough Council, with agreed access for electrical work. Clerk was asked to gain permission and liaise with Cllrs. Clements & Foster regarding this. Cllr. Clements had obtained a price of £215.00 + VAT for the re-location and this was approved. NWAA will need to be informed. Cllr. Foster agreed to seek contacts, since his previous contact had been promoted elsewhere.

11.2 Discussion took place regarding additional provision for a further defibrillator, without conclusion.

11.2 Members were informed of the recent theft of new iron gates from Bolton by Bowland upper churchyard, which had only been in place for two months. Insurers had queried the absence of CCTV.

12. To consider whether a Working Party should be set up to report on the General Data Protection Regulations, effective 25th May 2018 : Clerk has circulated information by email, including Policy Guidance

12.1 Members were informed that Ribble Valley Borough Council has resolved to register each Cllr. as a Data Controller & will pay fees. Detailed advice from Borough Council seems inappropriate at Parish level, since all are different & may not have much individual personal information held. However, each Parish Council must comply and it was therefore agreed that Clerk should seek further guidance from Lancs. Association of Local Councils / Society of Local Council Clerks / Ribble Valley Borough Council and agreed to circulate the 12 point decision plan.

13. To consider and approve the Report from Parish Website Working Party, including website promotion & interaction with Village Halls & Groups

13.1 The Report had been circulated to members & contents were noted

14. Accounts

a. To approve Bank Balance

14.1 Bank balance was reported by Clerk as £16,493.05

b. To consider and approve insurance renewal with Zurich Insurance

14.2 Clerk had received renewal paperwork, however, due to increase in value, a full asset register was required to be sent & she had not received amended premium. She requested approval for the original premium, with a future additional premium expected.

c. To approve Invoices for payment with details since March meeting

14.3 Invoices for approval were submitted as follows:

Parish Lengthsman	£502.25	Cheque 100826
Zurich Insurance (interim)	£253.00	Cheque 100827
Parish Clerk (March net salary)	£132.00	Cheque 100828
HMRC PAYE to 05.04.18	£54.40	Cheque 100829

RESOLVED that the above invoices be approved for payment

d. To receive updated Stock figures for the Heritage Trail Grant

14.4 Clerk updated members – 1000 copies had been originally printed, 825 were currently held in stock & receipts to date are £384.00. Members expressed thanks to Mr. Darlington on the figures.

15. To discuss and approve arrangements for the Annual Parish Council Meeting – members to note this must legally be held in May

15.1 Members were informed that, using the usual sequence, Tossie Community Link would be due for May meeting, however the Hall would not be available. Clerk was instructed to try to book Bolton by Bowland Village Hall and update members accordingly.

16. To receive reports from meetings

a. Ribble Valley Borough Council Report by Borough Councillors Elms & Sherras

16.1 Cllr. Sherras reported that results on HE DPD (Planning Consultation) were due to be published. Consultation on National Planning Policy Framework response may cause an effect on this Parish.

b. Ribble Valley Parish Council Liaison Meeting Report– Cllrs. Fortune & Walsh

16.2 Landscape Partnership has 4 environmental project areas – Apprenticeships / Farming / Tourism / Arts. Cllr. Hind gave a presentation on his view for the future of the Borough. Geophysical survey in Barley area has shown traces of 12th Century cattle settlement. Mental Health initiatives cover 20 parishes Marshall Scott had explained that General Data Protection Regulations were an extension of good housekeeping practices.

c. Area of Outstanding Natural Beauty Report –Borough Cllr. Elms Cllr. Elms informed that the next AONB Committee meeting will be held in the following week, and she will report to May Parish Council meeting.

17. Matters brought forward by members

a. To consider and approve any actions regarding RVBC Planning website 3/2018/0061

Members discussed their dissatisfaction that the additional comments resolved at March meeting to be sent to Ribble Valley Planning were not on the Borough Council website. Concern was expressed that this might give an incorrect impression of the overall considerations, since the original comments sent by Clerk were shown. It was therefore **RESOLVED Clerk to write to Planning Officer, asking that the additional comments sent following March meeting be added to Ribble Valley Borough Council Planning website**

b. To consider how the Parish Council determines comments regarding Planning Matters and Pecuniary & Personal Interests

Members were reminded that all on email are asked for comments on all planning applications. It was accepted that this can cause difficulties within 21 day time limit, between Parish Council meetings, however an Extraordinary Meeting could be convened if necessary. Clerk explained the reasoning behind possible conflict of interest, reminded members of the relevant Standing Orders however members considered particular local knowledge to be paramount. The consideration was made that Planning Officers must take due regard to any possible conflicts, as this may become part of a legal decision in any possible court case and used by an eminent Planning QC. Clerk was asked to draft an article for possible inclusion on Parish website.

c. To consider and approve any actions regarding the previous (since refused) Planning Application 3/2018/0079

A member had asked for clarification on how this application had been dealt with. Those members who had been present at February meeting were in agreement that no objections were to be submitted, however this was not recorded in the Minutes. Clerk apologised that this had not been recorded, and the omission had not been noted when February Minutes were subsequently approved on 1st March.

ANY OTHER MATTERS FOR INFORMATION ONLY AS ITEMS NOT ON AGENDA CANNOT LEGALLY BE DECIDED

17.1 Chairman introduced a couple who are residents of Tosside area of the Parish and who sought support regarding an Enforcement Notice they have received from Ribble Valley Borough Council. This would seem to have arisen due to a lack of communication, and Clerk was asked to liaise with Chairman and send a suitable response of support for comments.

17.2 Concern was expressed about refuse deposited by the Recycling Bins at Bolton by Bowland Information Centre. General waste had been left, possibly by non-residents. Members suggested that, due to the excellent collection scheme provided by Ribble Valley Borough Council, possible removal of bins other than clothes & shoes may be worth considering, thereby also freeing more car parking spaces. Clerk was asked to investigate & report to May meeting

18 Urgent matter concerning a Staff Matter, which therefore must be viewed as Confidential & Sensitive

18.1 Chairman explained to members that such an urgent matter had been brought to his attention and it was

RESOLVED that press and public be excluded and no recording to take place. This was carried out.

Chairman then explained to members that he had received a letter from a resident and handed over to Clerk to explain. This letter was from the person later referred to as "the second resident" and additional to previous circulated matters, again criticising some parish councillors & the Parish Clerk. It also related to a resident having made a complaint under Breach of Data Protection Act, since his personal details had been passed on to the second resident and to a County Councillor without his agreement or knowledge. The source had not been identified & Clerk had been specifically asked not to circulate the complaint itself, for the same reason which had brought it about. The second resident had put the complainant's personal details into circulation in what was considered to be a defamatory manner. Complainant had contacted his solicitor and Information Commission Office

Parish councillors were asked whether they had been the source of the Breach of Data, which all denied. Clerk had sought advice from RVBC Legal team. She confirmed that she had not divulged details and had sought the information previously from the second resident and the County Councillor concerned, without success. Two parish councillors had sent apologies for the meeting and it was therefore

RESOLVED Clerk consult with two absent parish councillors, then send a Draft response by email for cllrs. to agree before emailing the response to the complainant.

Date of next Meeting Monday 14th May 2018 scheduled for Tosside Community Link but MEMBERS TO NOTE THAT CLERK WILL INFORM THE VENUE AS SOON AS BOOKED

Members were thanked for their input and Chairman closed the meeting at 9.37pm