

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 7th NOVEMBER 2016 AT SAWLEY VILLAGE HALL**

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

Also in attendance : 14 residents

Chairman welcomed all to the meeting

1. Apologies for Absence

1.1 Apologies for absence had been received from Cllr. C. Curry.

In addition RVBC Cllr. R. Sherras & LCC Cllrs. A. Atkinson & D. Smith had sent apologies. It was

RESOLVED that these apologies be received and approved.

2. Adjournment for Public Session

2.1 Chairman explained to members of the public that the time limit of 3 minutes per speaker was to be observed, and that in order to allow business to proceed, repetition of issues was to be avoided. She further asked all to remember to respect others views, whether they were in agreement or not and that unseemly behaviour had no place at a Parish Council meeting and would not be accepted. Chairman reminded all that the Neighbourhood Plan had now been submitted to Ribble Valley Borough Council, as was agreed at October meeting and this was the appropriate recipient for comments.

2.2 Several residents from various areas of the Parish spoke, all concerning the Neighbourhood Plan, particularly from Holden and Tosside areas of the Parish ; they were reminded of the due process.

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 3rd October 2016)

4.1 The Minutes of the meeting held on 3rd October 2016 had been circulated and, following a minor amendment regarding the number of speakers at 2.2 (changed to three speakers) 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 which were not part of the Agenda

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

6.1 Planning Applications had been circulated for comments ;

- 3/2016/0970 – Tree works, Laneside House Sawley
- 3/2016/0973 - Bambers Bungalow
- 3/2016/0975 – land adjacent to Bambers Bungalow
- 3/2016/1017 – Coach & Horses, Bolton by Bowland
- 3/2016/1024 – Broxup House, Holden
- 36/2016/17317 – West Thornber, Wigglesworth
- 72/2016/17355 Bramble Bank, Crow Trees, Wigglesworth

RESOLVED – No objections to any of these applications

Clerk circulated updated list of decisions.

6.2 Clerk had received a letter from Ribble Valley concerning removal of Telephone Boxes within the Parish, suggesting possible reasons for objection to this. Telephone Boxes concerned were:

- Opposite Southport Barn, Sawley
- Holden Village
- Opposite Forest Becks Farm, Bolton by Bowland
- Lane Ends, Grindleton Lane, Bolton by Bowland
- Near Coach & Horses, Bolton by Bowland
- Mere Syke, Wigglesworth

RESOLVED – Clerk to send in a relevant objection to closure of each of these telephone boxes, noting that Mere Syke box is damaged. All were to be noted as necessary due to poor mobile signal / low population density.

7. To further consider any comments to be sent forward regarding the Neighbourhood Plan.

7.1 Further discussion took place, when Councillors again expressed the view that the Plan had been submitted to Ribble Valley Borough Council which allowed all interested parties (including residents) to put forward their own

views. Open discussion in the Parish has helped to promote issues amongst the parishioners which will all help to shape the future.

7.2 Clarification was needed regarding the exact process for the consultation. Clerk had received an email giving notice that the consultation period would be from Wednesday 23rd November to close on Tuesday 4th January 2017 but exact details for the process were to be determined.

7.3 It was felt imperative that all knew before the Referendum Stage exactly what was to be voted on, particularly regarding any actual development proposed. Members therefore wished to ensure that all residents were fully aware of what options there were, therefore a flyer was to be composed for distribution to the whole Parish (including Sawley, which is not within the area of the Neighbourhood Plan, but is within the Parish) Ribble Valley Borough Council has a statutory duty to take the Neighbourhood Plan to the next stage.

RESOLVED – Cllrs. Clements, Walsh and Willock to compose the flyer, Cllrs. Holt, Moorhouse, Wilson, Foster, Twist and Willock agreed to assist with distribution and Cllr. Willock will ensure it is on website, Clerk to contact local press with flyer

7.4 Following consultation by Ribble Valley, the Examiner will decide in one of three ways

- The Plan is to go forward to Referendum
- Certain modifications as stipulated by the Examiner must be made then Referendum
- Neighbourhood Plan is rejected by the Examiner

It was recognised that the Neighbourhood Plan initial work has been done by the Steering Group on Parish Council's behalf, but there will be additional work to follow the Plan through, depending on the outcome of any referendum. However there is a purdah period when certain rules must be followed. This is Parish Council responsibility, but will need a resolution to determine the remit for this, following the Examiner's Report. Several members expressed a wish to be part of this, which may be an "Implementation Group"

RESOLVED – Clerk to contact Colin Hirst (Head of Regeneration at Ribble Valley Borough Council) regarding next stages of broadcasting information and the processes for this to be done.

7.5 Concerns were expressed regarding the contents of a letter received from LCC Cllr. Atkinson following the October Parish Council meeting, which he had attended but not spoken. Members overall felt the points he raised had been addressed within the plan itself.

7.6 Several members were aware of comments expressed on social media which were of a defamatory nature and could in some cases be libellous. A discussion took place regarding open letters which were in circulation, however advice was that these were for social media, but should not be included on the Parish Council website.

8. To receive and consider the approval of Bolton by Bowland Cricket Club application for Parish Grant

8.1 The application to Ribble Valley Borough Council Parish Grants fund had been circulated. Cllr. Clements explained that the application will be match funding for an overall project to include facilities for all ages, male and female to enjoy sport and the Cricket Club wish to request £2000 as the balance of the total £3000 for the Parish not requested by others.

RESOLVED – The application was to be supported, 9 in favour, 1 abstention, Clerk to contact Ribble Valley Parish Grants Officer to confirm support.

9. To record and consider the Parish Lengthsman's Report : discuss and approve Parish Lengthsman's Contract

9.1 Clerk reported on the detailed breakdown supplied. Cllr. Park had reviewed a template for Self Employed Lengthsmen, suggesting that the hourly rate and hours worked be removed in order to keep this as an open document. Asset Register was noted to have several items as stored at Tosside Community Link. These were personal items belonging to Mr. Waddington.

RESOLVED – Clerk to update details for Contract, also update Asset Register(which was approved) and circulate these. Clerk to ensure Mr. Waddington's Public Liability Insurance Policy is on file

Contract to be part of December Agenda, before agreement with Mr. Waddington, Updated Asset Register to go on website.

10. To consider any training necessary for Defibrillators in the Parish

10.1 Cllr. Foster reported that leaflets had been circulated in the Sawley area for training at Sawley Village Hall, Thursday 10th November, 7.30pm, training at Bolton by Bowland Tuesday 22nd November, 7.30, with 30 names of volunteers, there had been no response as yet from Tosside.

RESOLVED – Clerk to note for December meeting that a donation be sent to NW Ambulance for training provision.

11. To consider any response to the Council Tax Referendum

11.1 This matter was deferred for further clarification

12. To elect a representative of the Parish Council for Bolton by Bowland Village Hall

12.1 A request had been made by Chairman of Village Hall Committee for a voting representative, who would not be a Trustee. There had been confusion due to a previous decision which was deemed unlawful since it had not been part of an agenda. Two names were proposed and, following a vote it was

RESOLVED – Cllr. Clements be elected as Parish Council’s representative to B x B Village Hall Committee

13. To consider and approve Standing Orders

13.1 This item was deferred. Chairman e will work with Clerk to circulate these to Councillors before December meeting, using SLCC Template as a guide.

14. To consider any requirements of Information Commission Office

14.1 Clerk informed members of a day course by this organisation and will circulate an update to members.

15. Accounts

15.1 **Bank Balance** as at 30.09.16 £20,663.82

15.2 Invoices for approval :

Sawley Village Hall – Oct room hire)	£15.00	Cheque 100756
T. Taylor net salary October	£120.00	Cheque 100757
Tosside Comm Link ((Sept room hire)	£15.00	Cheque 100758
Neil Guthrie (O/S website work)	£35.88	Cheque 100759
J. Waddington Lengthsman inv. 27	£465.50	Cheque 100760

RESOLVED – all the above invoices were approved for payment

15.3 Clerk circulated actual figures for six months to end September 2016. Members discussed the figures, which seem to be in line with planned budget for this year. Cllr. Willock was thanked for all the work he has done to ensure a most informative website, which has been at very little cost. Members were asked to consider expenditure for the next financial year, in readiness for budget and precept agreement at December meeting. It was then

RESOLVED – Clerk to write to each Village Hall explaining that a request for any funding , with explanation needs to come from them in order that Parish Council complies with powers and responsibilities.

16. To receive reports from meetings

16.1 Ribble Valley Borough Council Ribble Valley Mayor, Cllr. J. Holgate has suffered a broken leg following a fall.

16.2 Ribble Valley Parish Council Liaison Meeting – Cllr. Fortune gave a report on last two meetings, highlighting the Electoral & Parliamentary Reviews, closure of Libraries & Museums which may be used for Youth organisations or village halls, a presentation by Homewise to assist the less able to continue to live at home, and Local Plan update

16.3 Ribble Valley Local Association of Parish Councils –Clitheroe Council Chamber, Tuesday 8th Nov. 7.00pm.

17. Matters brought forward by Members

17.1 Cllr. Fortune circulated photos of the new Tosside War Memorial which had been erected, thanks to Ribble Valley Borough Council Parish Grants. He explained that this will be part of Remembrance Sunday commemorations, with a Consecration Date in Spring 2017, details to be formalised. Congratulations were expressed and a photo is to go on Parish website.

17.2 Members were saddened by the contents of the letter from LCC Cllr Atkinson which it was felt reflected badly on the Parish Council. County Councillors, as well as all Borough Councillors are invited to Parish Council meetings and do often speak. It was reiterated that all are welcome to their views, which may not concur, however it must be borne in mind all which is being said should be truthful, which has not necessarily been the case.

17.3 Chairman then explained that there were confidential matters which required that Public and Press be removed. In answer to a query, Clerk explained that although Parish Council meetings must always be open meetings, there is legislation which allows for certain confidential matters to be discussed in closed session. She agreed to email the relevant legislation to the resident. It was then

RESOLVED that confidential matters to be discussed were to be part of closed session.

Chairman thanked all for their input and closed the Parish Council meeting at 9.25 pm

Date of the next meeting – Monday 5th December at Bolton by Bowland Village Hall