

**MINUTES OF THE MEETING OF
BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL
HELD AT SAWLEY VILLAGE HALL
MONDAY 06 JULY 2015 AT 7.30 PM**

Present: Allan Clements (Chair), Cath Curry, Arnold Foster, Hayden Fortune,
Liz Moorhouse, Roger Park, Elizabeth Twist, Mary Walsh, Ian Willock, Paul
Wilson, Borough Cllr Richard Sherras, Clerk

Apologies: Lynda Holt, Borough Cllr Rosie Elms

APOLOGIES FOR ABSENCE

The apologies noted above were accepted.

MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council meeting of 18 May 2015 had been previously circulated. The Minutes were accepted as a true record of proceedings at that meeting and duly signed.

MATTERS ARISING

Allan Clements welcomed new Councillors Cath Curry and Arnold Foster to their first Parish Council meeting.

DECLARATION OF INTEREST

None

PUBLIC PARTICIPATION

None

PARISH COUNCIL ELECTIONS 2015 – FORMS

The Clerk advised that the Notification of Interest forms of two of the Councillors required additional information prior to submission to RVBC and this was actioned by those concerned.

NEIGHBOURHOOD PLAN

Allan Clements provided an update on the Neighbourhood Plan. A draft of a note it was proposed to issue to residents regarding the Plan was tabled and it was noted Lynda Holt would undertake distribution thereof.

Allan Clements advised that, as a result of the consultation exercise undertaken earlier in 2015, it had been decided to amend some of the proposals in the Plan relating to Holden and also to remove Site 3, Bolton-by-Bowland, from the Plan. English Heritage had requested that a Strategic Environmental Assessment (SEA) be undertaken and the Steering Group had agreed to this. An application for funding for the SEA would be made to Locality and it was believed that Locality would appoint a professional planner to undertake the necessary Assessment.

Allan Clements advised that it was hoped to bring the Plan to the next meeting of the Parish Council when a vote would be taken on whether the Plan could go forward to RVBC. It was confirmed that parish councillors would be provided with copies of the Plan well in advance of that meeting. It was further confirmed that when RVBC issued the Plan for consultation for a six week period there would be the opportunity for further comments to be made by residents. It was reported that when the Plan was put to a referendum the vote would be restricted to residents of the wards which were part of the Plan ie Bolton-by-Bowland and Gisburn Forest unless the Examiner decided to extend the vote beyond these wards. Borough Cllr Sherras read out the appropriate clauses of the legislation covering who would be permitted to vote in the referendum.

Mary Walsh had submitted seven written questions regarding the Neighbourhood Plan which had been distributed to parish councillors at the meeting. The meeting proceeded to consider each of the questions. It was noted that the current members of the Steering Group were Allan Clements, Roger Park, Martyn Bishop, Paul Levet, Paul Wilson, Joan Porter and that Claire Parker of Kirkwells attended by invitation. John Walmsley had previously been a member of the Group. Allan Clements agreed to provide copies of the terms of reference of the Group and minutes of Steering Group meetings electronically after the meeting. It was noted that during the process of developing the Plan several public meetings had been held at which residents had been able to express their views on the Plan. It was pointed out that at these public meetings the majority of those present from Bolton-by-Bowland and Tosside had been in favour of controlled development in those two villages. It was confirmed that the owners of the sites potentially earmarked for future development had been consulted about their inclusion in the Plan. Borough Cllr Sherras advised that development could now occur outside settlement boundaries but the applicants had to justify their reasons to the satisfaction of the planning authority. It was agreed by a majority vote that the lengthy discussion on the Neighbourhood Plan had answered the seven questions tabled by Mrs Walsh.

PLANNING APPLICATIONS & MATTERS

Extension to conservatory, Holden Clough

The above application had been considered and no objections were raised.

Holiday Cottages, Tosside

It was reported that certain properties at Tosside for which planning permission had originally been granted as holiday cottages were, apparently, being lived in on a permanent basis which had upset some residents. Borough Cllr Sherras requested details of the properties concerned and offered to look into the matter further with the Enforcement Officer at RVBC.

PARISH LENGTHSMAN

The lengthsman's latest invoice was submitted and the work undertaken in the period covered by the invoice was outlined.

It was noted that the shrubs overhanging one of the benches on Main St, Bolton-by-Bowland, required attention. Roger Park advised that the oak tree outside the Coach & Horses had suffered damage in recent days and it could be worth the Countryside Officer of RVBC attending to inspect the tree's overall condition. It was agreed that Dave Hewitt should be asked to assess the tree.

FINANCIAL REPORT

Financial Statement

The Clerk distributed a summary of income and expenditure for the period 15 May 2015 to 2015. Cheques totalling £3,679 had been presented in the period and income of £2,000 received from the RVBC re a grant in respect of the lengthsman.

The Clerk advised that LALC had indicated that there were no constraints on the use of the refunded monies but that the most equitable way to return the monies to all residents of the parish would be via a reduction in the parish precept.

<i>Invoices for approval</i>		£
Mrs Cathy Holmes	Clerk	225.00
P O Ltd	PAYE	75.00
James Waddington	Lengthsman	563.50
		863.50

Quarterly Review

The Clerk distributed a quarterly review 2015/16 of the period to 30 June 2015. It was explained that a grant in respect of the lengthsman had not been received this year as this was usually paid in April/May of each year but to date nothing had been received. The Clerk advised she had contacted Lancashire CC in various ways but had not received any response to her queries. The Clerk suggested that the grant may not be forthcoming this financial year so projected income would be at least £1500 less than budget. It was noted that certain other items of income and expenditure had not yet been received or incurred but these were due later in the financial year.

YEAR END MATTERS

The Clerk advised that the external auditors had contacted her requesting provision of further information regarding the 2014/15 Annual Return and accounts. The requested information had been duly provided by the appropriate date. The external auditors had advised that they intended to issue a qualified opinion on the 2014/15 Annual Return due to the fact that a formal budget had not been adopted by the Council for 2014/15 so no monitoring of income and expenditure against budget had been able to be conducted during the year.

PARISH COUNCIL WEBSITE

It was agreed that the Parish Council website required updating and improving and it was noted that a sum of money had been allocated for this task in the 2015/16 budget. The Chair pointed out that, to date, no money had been spent on the website as the person who had been dealing with the technicalities had provided his time free of charge. It was suggested that enquiries be made of local website designers as to the charges they would make for updating and maintaining the site and Ian Willock offered to undertake this task.

RVBC PARISH COUNCILS LIAISON COMMITTEE JUNE 2015

Hayden Fortune advised he and Mary Walsh had attended the PCLC on 18 June 2015 and provided a summary of the matters discussed, namely: Tour of Britain, dog wardens, waste collection and recycling, bus services, war memorials and advertising on the A59.

PARISH COUNCILLOR CONTACT INFORMATION – NOTICEBOARDS

It was suggested and agreed that contact information for parish councillors should be placed on the noticeboards in the parish.

ANY OTHER BUSINESS

The Clerk advised that a letter had been received from a resident of Holden who had expressed concern about the state of vegetation adjacent to the stream, a broken footpath signpost and the traffic situation on Holden Lane. The Clerk advised she had contacted the lengthsman, Lancashire CC and Lancashire Highways respectively about the matters raised. Ian Willock advised that he and the Clerk would be meeting the following day with the Senior Traffic Engineer for the Ribble Valley to discuss issues relating to traffic on Holden Lane.

The Clerk also advised that RVBC, with immediate effect, would no longer be providing hard copies of planning applications and plans would therefore need to be considered online via the RVBC website.

DATE AND LOCATION OF NEXT MEETING

Monday 07 September 2015 at 7.30 pm Sawley Village Hall

The meeting concluded at 9.15 pm.