MINUTES OF THE MEETING OF BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL HELD AT BOLTON-BY-BOWLAND VILLAGE HALL MONDAY 07 DECEMBER 2015 AT 7.30 PM

Present: Allan Clements (Chair), Cath Curry, Arnold Foster, Hayden Fortune.

Liz Moorhouse, Roger Park, Elizabeth Twist, Mary Walsh, Paul Wilson

Borough Cllr Richard Sherras, Clerk,

Apologies: Lynda Holt, Ian Willock

APOLOGIES FOR ABSENCE

The apologies noted above were accepted.

MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council meeting of 02 November 2015 had been previously circulated. Mary Walsh requested that wording was included to indicate that she had been asked to attend Barclays Bank with appropriate documentation so as to be added to the bank mandate. Subject to the inclusion of this additional wording the Minutes were approved as a true record of proceedings at that meeting.

MATTERS ARISING

Mary Walsh advised that Barclays Bank had explained to her that, as an existing customer of Barclays Bank, she did not have to provide proof of ID in order to be added to the bank mandate and that the Bank claimed to be awaiting instructions from the Chair regarding the mandate. The Clerk advised that she had not received any correspondence from Barclays to this effect. Arnold Foster queried the continued inclusion on the mandate of two signatories who were no longer Parish Councillors and it was explained that these individuals had remained on the mandate pending the addition of Mrs Walsh whereupon they would be removed. The Clerk confirmed that one of these individuals had signed cheques earlier in the financial year before lan Willock had been successfully added to the mandate. Arnold Foster complained about the amount of time it was taking to add Mrs Walsh to the mandate and the reasons for this were debated. It was noted that both Allan Clements and lan Willock had been required to visit Barclays Bank on several occasions before they had been successfully added to the mandate and that the process had been frustrating. The Chair suggested that Arnold Foster be added as a signatory and that Mr Foster make all the necessary arrangements with the Bank to add himself and Mrs Walsh and this course of action was agreed.

DECLARATION OF INTEREST

None

PUBLIC PARTICIPATION

None

NEIGHBOURHOOD PLAN

Allan Clements advised that a preliminary document had been produced concerning the Strategic Environmental Assessment (SEA) and this had been previously circulated to Councillors. It was stressed that this document essentially dealt with preliminaries and was a precursor to a subsequent document. It was noted that the initial document contained certain basic factual errors of which the authors had been notified. It was further noted that the final document would include recommendations.

PLANNING APPLICATIONS AND MATTERS

Licensing Application, Holden Clough Nursery

Roger Park updated the meeting regarding the licensing application for The Garden Kitchen at Holden Clough nursery. It was explained that, despite extensive opposition from the majority of Holden residents, the application had essentially been successful albeit with certain restrictions and conditions. It was explained that a series of events were planned at The Garden Kitchen in the run up to Christmas and all had been promoted as continuing "until late". The current planning permission allowed The Garden Kitchen to remain open until 9.00 pm so any event continuing beyond that time would be in breach of the planning permission regardless of whether it was covered by a TENS notice. It was explained that Holden residents had formed themselves into a Residents' Association and were considering the options now available to them. Roger Park proposed that, if an event was held at The Garden Kitchen which contravened the current planning permission, a formal letter of complaint be sent to RVBC by the Parish Council. Upon a vote the majority of those present supported this course of action and Roger Park advised that he and the Clerk would compose an appropriate letter should the need arise.

Roger Park advised whether the Parish Council had received notification of a planning application in respect of an agricultural building which had been constructed in Bolton-by-Bowland. Borough Cllr Sherras explained that certain agricultural applications were not subject to the usual notification procedure and this could explain why the Parish Council had not been notified in this instance. The Clerk confirmed that no notification had been received.

PARISH LENGTHSMAN

The Clerk outlined the work undertaken by James Waddington covered by his latest invoice for £508.38. The Clerk advised that James Waddington had provided a standard lengthsman's contract as drafted by Lancs CC some time ago for examination. The Clerk also advised that the lengthsman at Gisburn had a contract which differed from the Lancs CC standard contract. Roger Park offered to look over both contracts and suggest which was the most suitable for adoption.

FINANCIAL REPORT

Invoices for approval

Mrs C A Holmes	Clerk	£240.00
P O Ltd	Clerk's PAYE	£60.00
Bolton-by-Bowland Village Hall	Room hire	£12.00

James Waddington Lengthsman £508.38

Total: £815.38

Draft Budget 2016/17

The draft Budget for 2016/17 was distributed to all Councillors and duly considered. It was noted that the initial suggestion for a precept was £10,000 but after discussion this was reduced to £5,000. It was noted that the cash position was strong pursuant to receipt of the refunded monies from Barclays Bank in March 2015. Items of income and expenditure were explained and it was cautioned that certain income streams from Lancs CC and RVBC could not necessarily be relied upon due to governmental austerity measures. It was noted that the budget for 2016/17 included potential grants to the three village halls of £1,000 each but again it was explained that these would most likely be the first items of expenditure to be affected should cutbacks be necessary. The draft budget was approved and the precept agreed at £5,000.

Financial Regulations

The draft Financial Regulations had been previously circulated. The Clerk advised that the draft Regulations were based on those produced by NALC which originally ran to over 25 pages as they included clauses applicable to much larger Councils. The Clerk explained that a Working Group of herself, Allan Clements and Ian Willock had examined the draft Regulations and produced an abridged version more suitable for a smaller Parish Council. This version had also been seen and approved by the internal auditor. The draft Regulations as produced were agreed for adoption.

PARISH COUNCIL WEBSITE

It was confirmed that a meeting had taken place with representatives of each of the wards to discuss the future content of the Parish Council website. Roger Park advised that progress on developing the site appeared to have been made but it was noted that matters would likely progress more rapidly upon the return of lan Willock from abroad.

RVBC PARISH COUNCIL GRANTS - UPDATE

It was noted that the closing date for grants under this scheme was September 2016 and that a different Borough Councillor would be required to sign the forms for each of the three wards.

WAR MEMORIALS

Elizabeth Twist advised that at a Sawley Village Hall Committee it had been made clear that the Parish Council was responsible for the Remembrance Service and war memorial in Sawley. Arnold Foster explained that an old set of Minutes advised that land at the front of the village hall had been given to the Parish Council in 1921 for the purpose of erecting a war memorial in Sawley. It was noted that the current legal ownership of the land on which the Sawley war memorial was located had not been ascertained and Arnold Foster offered to investigate this further.

Arrangements for the Remembrance Service and laying of wreaths in Bolton-by-Bowland and Tosside were explained by Roger Park and Hayden Fortune respectively. It was noted in

neither instance was there involvement of the Parish Council. Roger Park suggested that Sawley could perhaps form a War Memorial Committee similar to that in Bolton-by-Bowland. The Chair advised that in a previous year part of the £1,000 grant given to Sawley Village Hall had been used for the Sawley Remembrance Service but none of those present could recall there ever been direct involvement of the Parish Council in the Sawley Remembrance Service.

DEFIBRILLATORS

(Pete Ballan of NW Ambulance Service was present for this item)

Mr Ballan gave a summary of the situation regarding existing defibrillators in Sawley, Bolton-by-Bowland, Holden and Tosside and also indicated potential locations for other defibrillators in the parish. It was noted that, ultimately, Sawley could have three defibrillators (village, Riverside Nursing Home, Sawley Grange), Tosside one defibrillator (Community Hall), Holden one defibrillator (Holden Clough nursery) and Bolton-by-Bowland two defibrillators (either end of the village). Funds for the purchase of defibrillators were currently readily available via the British Heart Foundation (BHF) and Mr Ballan offered to facilitate applications to the BHF. Mr Ballan further advised that the ambulance service was able to provide appropriate training but usually requested a donation in respect of the training.

The position regarding installation of defibrillators was explained and it was stressed that these needed to be installed by a qualified electrician in order to obtain the appropriate certificate. The Parish Council agreed to pay for the installation of the defibrillators in the parish – other than those acquired by private businesses – as well as make a donation for training when applicable.

(Mr Ballan left the meeting)

BOROUGH COUNCILLORS' REPORT

Borough Cllr Sherras advised that he continued to hold meetings with appropriate Lancs CC officers regarding rural broadband issues.

RVBC PARISH COUNCIL LIAISON COMMITTEE - 29 OCTOBER 2015

Hayden Fortune summarised matters discussed at the Liaision Committee meeting on 29 October 2015.

It was agreed that the Parish Council should make a donation of £150.00 to the Little Green Bus as this was used by certain parishioners.

CORRESPONDENCE

The Clerk advised that she had received correspondence regarding the initial recommendations of the Lancashire Electoral Review and these were passed to Hayden Fortune as there had been interest in the exercise from certain residents of Tosside.

ANY OTHER BUSINESS

Arnold Foster advised he wished to obtain a quote for the installation of the defibrillators in Sawley and it was suggested he obtain a quote from an electrician for installation of

defibrillators across the Parish. If the quote received was less than £100 inc VAT authority was given for the installations to progress without further recourse to the Parish Council.

DATE OF NEXT MEETING

Monday 01 February 2016 at 7.30 pm Tosside Community Hall