

**MINUTES OF THE EXTRAORDINARY MEETING OF  
BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 1<sup>st</sup> AUGUST 2017 AT BOLTON by BOWLAND VILLAGE HALL**

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

**Also in attendance:** Clerk. and 4 residents

**Chairman welcomed all to the meeting**

**1. To Receive and Approve Apologies for Absence**

1.1 Apologies for absence had been received from Cllr. R. Park, P. Wilson & RVBC Cllr. R. Sherras. Prior to the time of the meeting, RVBC Cllr. R. Elms had also sent apologies by email, which had not been received in time to inform members : It was

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

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

There no Declarations

**NOTE that, due to the sensitive and confidential nature of the matters to be discussed and resolved, members may wish to exclude members of the public and press from the following agenda items 3 and 4.**

It was **RESOLVED** by a majority vote that the Press & Public were asked to leave and were excluded from the meeting for Items 3 & 4 of the agenda, due to the sensitive and confidential nature of the items for discussion.

**3. To consider and approve any actions to be taken regarding further Information Commissioner's complaint regarding Neighbourhood Plan correspondence and a resident's request to view the information held (Draft submission attached or enclosed with this agenda)**

3.1 Members discussed this matter, in conjunction with the draft response which had been circulated. Several minor clarifications and corrections were suggested and, following the discussion it was

**RESOLVED that the slightly amended response be sent to the Freedom of Information complainant, with copy to the Information Commission Officer, for their files.**

**4. To consider and approve any actions following requests for information by residents, noting that there are no Delegated Powers for any actions to be taken between Parish Council meetings.**

4.1 Clerk clarified "Delegated Powers" in that, whilst a draft response can be generated between Parish Council meetings, this may not be sent to a resident prior to approval by Parish Council. Members then discussed questions in particular regarding the Neighbourhood Plan and ways to respond to residents who may not have expressed their questions in a simple format; also the need to consider whether all files may be examined by residents. Draft "Q's & A's" had been circulated as a suggestion for a document for the website, as a way forward. There was confusion expressed by members regarding the finances and any precept used or allocated, which Clerk was to investigate. Following open debate, it was

**RESOLVED "Q's & A's" document be amended as discussed, then published on Parish website, with a link sent to the resident who had raised the main queries.**

4.2 Further debate took place regarding any need for residents to have the opportunity to view all files held. It was accepted that there was a tremendous amount of information in the files (hard copy and computer files), and it was again noted that Borough Council would not normally allow full access even for Councillors to their files; since Neighbourhood Plan files had not been redacted, the considerable time and cost involved to carry out a request was agreed to be excessive and therefore refused under Freedom of Information Act and it was **RESOLVED that this refusal be notified to the resident concerned.**

4.3 Members had been informed that the Examiner had requested (indirectly, via Ribble Valley Programme Officer) to be supplied with an Evidence Base for housing allocation in Bolton by Bowland, in particular the reasoning behind Site 3 being dropped from the Submission Sept.2016 Version of The Neighbourhood Plan. Cllrs. Clements, Willock and Parish Clerk had worked on the response to this request which had been circulated to members and published on the Parish Website, with a link supplied to RVBC Programme Officer, for the Examiner. It was noted that no new information was included, just that existing documents had been collated for the response. Following

discussion, it was

**RESOLVED that the response to the resident concerned at 3.1 of this agenda should also inform her of this additional section on the website, which may be of assistance.**

4.4 Members were informed that a further question had been received from the same resident at 3.1 above, which may need a considered response at next Parish Council meeting.

5. Date of next meeting **TUESDAY 29<sup>th</sup> AUGUST 2017 7.30pm Bolton by Bowland Village Hall.**

**Chairman thanked all for their input and closed the meeting at 9.03 pm**