

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GIBBURN FOREST & SAWLEY PARISH COUNCIL  
HELD ON 5<sup>TH</sup> SEPTEMBER 2016 AT TOSSIDE COMMUNITY LINK**

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

**Also in attendance :** County Councillor A. Atkinson, Ribble Valley Borough Councillor R. Sherras, J. Waddington (Parish Lengsthman) & 10 residents

**Chairman welcomed all to the meeting, and introduced the new Parish Clerk, Teresa Taylor**

**1. Apologies for Absence**

- 1.1 Apologies for absence had been received from Cllrs. C. Curry & I. Willock. In addition RVBC Cllr. R. Elms had sent apologies. It was

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

**2. Adjournment for Public Session**

- 2.1 There were no issues raised

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

- 3.1 There were no declarations, however Clerk requested that two members complete Pecuniary Interest Forms, which she had noted were absent from Ribble Valley Borough Council website, and that all members sign a Declaration of Office form, to be held by the Clerk. Cllr. Wilson completed his form, Cllr. Walsh will complete & return to Clerk.

**4. To Resolve to Confirm the Minutes of the previous meeting (held on 4<sup>th</sup> July 2016**

- 4.1 The Minutes of the meeting held on 4<sup>th</sup> July 2016 had been circulated and 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 3/2016/0770 – Smithy Cottage, Wigglesworth, Slaidburn-No objections were raised  
6.2 3/2016/0708 / 0709 – Dog & Partridge, Tosside – A lengthy discussion took place and residents’ opinions had been sought. It was accepted that a village pub as a central location was desirable, however if this was demonstrated to be not viable then a local buyout was preferable to conversion to housing in a Tier 2 village. There was nothing specific regarding this type of alteration in the Neighbourhood Plan.  
6.3 3/2016/0796 & 812 – Broxup House, Bolton By Bowland - No objections were raised  
6.4 3/2016/0807 – Calder Farm, Bolton by Bowland – Members discussed this application, which has contradictions in terms of numbers of hard standing, with a seeming retrospective element. Clarification is to be sought ; if tourer caravans only, with 13 hard standings then members felt no objections were appropriate, however static caravans would have a major visual impact and were to be opposed.

**RESOLVED Clerk to contact Ribble Valley Planning with appropriate comments.**

**7. To consider any response to Ribble Valley Development Document re Housing & Economic Development**

- 7.1 The link to this Document had been circulated to Members and Clerk showed hard copy.. Borough Councillor Sherras explained to members that there seemed little effect on the Parish, however he recommended that they read Issues & Options Section from Borough website, cross referencing this to the maps for specifics. He stressed that this Document will not change the Core Strategy, but will add another layer to it. It was

**RESOLVED – Members each consider the Document, with maps which Clerk will scan & circulate, then send any comments to Clerk for collation. Any formal response will then become an additional Agenda Item for October meeting, to meet Ribble Valley Borough Council deadline for response.**

**8. To receive and consider an update on the Neighbourhood Plan, by Cllr. Clements.**

- 8.1 Cllr. Clements wished to record thanks to Ribble Valley for printing his Presentation and the Submission Version Sept. 2016, without cost. He then explained the background and purpose, the process of the Plan,

which is at zero cost to Parish Council, due to grants already drawn down, but Parish Council had allocated a budget of £2000 for the Plan. There is also a further £1050 grant available from Forest of Bowland up to 31<sup>st</sup> December 2016. The Plan is now to be circulated to Parish Councillors (hard copy at the meeting, Clerk to circulate the Consultation Document & how the Plan conforms to the Core Strategy by email). There have been delays, not least that Strategic Environmental Assessment was required which has been a lengthy process. Advice given regarding the Heritage Issue was that the 2 sites for additional housing within Bolton by Bowland should be the only ones considered, with the community preference being Site 1. The Steering Group are unanimous in support of The Plan and wish this to go to Ribble Valley Borough Council for a six week period when RVBC will not comment on The Plan, but will check the legality within the Core Strategy. A discussion took place regarding the timing of inclusion on the village website, however members overall felt it should not be included there until due consideration had been given regarding approval or otherwise, which would be at the Extraordinary Meeting on 3<sup>rd</sup> October. It was therefore

**RESOLVED that all Neighbourhood Plan documentation be circulated to members ; queries to go to Clerk for debate at meeting 3<sup>rd</sup> October, No documentation to go on the Parish website before that meeting**

**9. To consider whether an October Meeting of the Parish Council should be convened, in addition to the Extraordinary Meeting**

9.1 Members discussed the options for this, however decided that, should any pressing matters need to be considered, these could be dealt with as additional agenda items.

**10. To record and consider the Parish Lengthsman's Report and to consider any update on Parish Lengthsman's Contract.**

10.1 Clerk reported on the detailed breakdown supplied. A discussion took place regarding the position of the Speed Indicator Device in relation to the 20mph sign for the school, during school hours only and moving the SPID was felt to be necessary to avoid confusion, but to be done in the simplest manner possible, with any additional costs by Parish Lengthsman approved. The Parish Lengthsman's Contract had been considered by Cllr. Park and previous Clerk, but not finalised. It was therefore

**RESOLVED that Clerk would contact previous Clerk for any information & then consider with Cllr. Park to bring to Council for action.**

**11. To consider any update regarding Standing Orders**

11.1 Chairman reported that this is under consideration, however more work is needed. Clerk had expressed surprise at the length of the Financial Controls document, which are more usually included as part of Standing Orders. This matter was agreed to be deferred to a future meeting.

**12. To consider any update regarding previous Finance Working Party**

12.1 There were no updates regarding this item. Members felt that, although there were no Delegated Powers to make payments, these were not necessary for this Parish & due to issues in the past this practice was to continue, and explanations of the timeframe to be given to suppliers, as appropriate need arose.

**13. To consider any applications to Ribble Valley Parish Grant Scheme**

13.1 Members reported that Tosside area of the Parish have sent in an application for £1000 towards a War Memorial. Sawley area had currently no matter which merited an application which would be approved, but will further consider this. Bolton by Bowland are considering an application as part of a larger funding bid for all inclusive playing & changing facilities at the Cricket Club ; Cllrs. Clements and Curry have been working on this but have not yet finalised their application. Members were informed that each County Councillor has a budget of £2000 to support funding requests.

**14. To consider a Grants Policy, with criteria**

14.1 Clerk explained to members that they have Duties and Powers and cannot make payments outside those legal limitations, e.g. Village Halls need to seek funding for a specific purpose, which Parish Council should then approve or otherwise. It is not legal to send funds to the village halls without their initial request. Following discussion members

**RESOLVED that, whilst no Grant Policy was necessary, due consideration would in future be given to Council's Powers.**

**15. To consider any response to the Electoral Review Document**

- 15.1 Borough Councillor Sherras explained this item to members, suggesting that there would in all probability be little effect to Tosside and Sawley, however, there might be an effect on Bolton by Bowland. He also explained that the document was an explanation of smoothing any imbalances in the size of electoral wards, but it was not a consultation and therefore members noted the Review.

**16. Accounts**

16.1 **Bank Balance** as at 30.06.16 £26,637.83

16.2 **Invoices for approval :**

BDO – Audit for 2015.16	£162.00	Cheque 100744
Lynda Holt (Open Garden Flowers)	£50.00	Cheque 100745
T. Taylor net salary 08.07.16 to 31.08.16	£212.30	Cheque 100746
Kirkwells – Neighbourhood Plan stage 3	£480.00	Cheque 100747
J. Waddington Lengthsman to 05.09.16	£753.38	Cheque 100748

**RESOLVED – all the above invoices were approved for payment**

- 16.3 **To approve submission of VAT Claim** Clerk explained that she had checked with the previous Clerk and a VAT Claim for the period from December 2014 to 31.03.16 was due to be claimed. This amounted to £1,491.75 and it was therefore

**RESOLVED – Clerk to reclaim the VAT using official format**

- 16.4 **To receive the Finance Report** – Clerk circulated the Report, she had noted “Contingencies” in the Budget for 2016.17. Clarification was sought on whether this was for a general or specific purpose and Clerk was requested to provide a further report for the six month period, showing actual against budget for that period, rather than against full year budget.

**RESOLVED – Members received the Report, with suggestion for future report.**

- 16.5 **External Audit** – BDO External Report had been received and was further considered. Members noted that for the first year for some time these were no Matters Requiring Attention within the Report. Clerk explained Sections 1 – 3 inclusive were to be checked and approved and the Notice for the Conclusion of Audit must be signed and displayed on the Parish Noticeboards, but all must be published on the website. Cllrs. Holt, Twist & Fortune agreed to print off the scanned, signed version and post these up.

**RESOLVED that Annual Governance Statement, Accounting Statements and External Auditor Certificate and Report be approved and displayed as directed.**

**17. To receive reports from meetings**

- 17.1 Ribble Valley Borough Council – Cllr. R. Sherras noted that numerous matters had already been dealt with during the meeting. The roads in Tosside had been reported to Ribble Valley, however this is a Highways matter, to be dealt with by Lancashire County Council. There were considered to be issues with reporting, as most maps do not specify the roads in the more rural areas.
- 17.2 Ribble Valley Parish Council Liaison Meeting – Cllr. Fortune reported that the next meeting will be held on the following Thursday
- 17.3 Ribble Valley Local Association of Parish Councils – There had been no meeting for several months, Clerk to ascertain date, time, place and venue for the next meeting.

**18. Matters brought forward by Members**

- 18.1 There were no matters brought forward

**19. Date of the next meeting – Monday 3<sup>rd</sup> October at Sawley Village Hall**

20. **Chairman thanked all for their input and closed the meeting at 9.35 pm**