

**MINUTES OF THE MEETING OF
BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL
HELD AT TOSSIDE COMMUNITY HALL
MONDAY 14 MARCH 2016 AT 7.30 PM**

Present: Allan Clements (Chair), Cath Curry, Arnold Foster, Hayden Fortune, Elizabeth Twist, Mary Walsh, Ian Willock, Paul Wilson, Clerk and James Waddington (lengthsman)

Apologies: Liz Moorhouse, Roger Park, Borough Cllr Rosie Elms, Borough Cllr Richard Sherras

APOLOGIES FOR ABSENCE

The apologies noted above were accepted.

MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council meeting of 01 February 2016 had been previously circulated and were approved as a true record of proceedings at that meeting.

MATTERS ARISING

The Clerk confirmed that a letter of thanks had been sent to the Environment Agency, as requested at the previous meeting.

DECLARATION OF INTEREST

Ian Willock and the Clerk declared an interest in Item 7 (d).
Paul Wilson declared an interest in Item 13.

PUBLIC PARTICIPATION

None

NEIGHBOURHOOD PLAN

Allan Clements advised that production of the SEA report had been delayed slightly but the document was now imminent and would be placed on the Parish Council website when received. Allan Clements confirmed that the Locality Grant had covered the costs of the SEA report and that he had completed all necessary paperwork to this effect.

PLANNING APPLICATIONS AND MATTERS

*3/2016/0088 Gardenmakers, Coars Farm,
3/2016/0168 Knotts Farm, Knotts Lane, Tosside
LCC 2016 0019 Bolton-by-Bowland Primary School*

It was noted that the Parish Council had not had any objections to the above applications.

Holden Clough Nursery

It was reported that the planning application submitted by Holden Clough Nursery had been deemed unacceptable by RVBC Planning Department on technical grounds so it was likely another application would be submitted in the future. It was further reported that several events had occurred in recent weeks at The Garden Kitchen which had breached existing planning consents and these had been notified to RVBC by local residents. Allan Clements agreed to contact RVBC Planning Department about the recent breaches of planning consents on behalf of the Parish Council.

PARISH LENGTHSMAN

The Clerk outlined the work undertaken by James Waddington covered by his latest invoice for £140.88. It was noted that work done by James Waddington on the public highway near Bolton-by-Bowland School had been done with the permission of the Chair.

FINANCIAL REPORT

Invoices for approval

E-mango	Website	£345.60
JBA Ltd	NP SEA	£3,501.32
Little Green Bus	Donation	£150.00
LALC	Subscription	£174.46
Zurich Municipal	Insurances	£230.00
Mrs C A Holmes	Clerk	£240.00
P O Ltd	Clerk's PAYE	£60.00
James Waddington	Lengthsman	£140.88
Paul Wilson Electrical	Defibrillator work	£154.20
	Total:	£4,996.46

Risk Register

The Risk Register had been previously circulated and the Clerk advised it was based on the BDO LLP precedent for smaller parish councils. The Register was considered and approved without amendment.

Asset Register

The Parish Council's asset register was considered and approved subject to the addition of the defibrillators recently obtained.

Internal Auditor

The Clerk advised that it was necessary to consider the effectiveness of the internal audit process, in particular the scope of the internal audit, independence of the internal auditor, competency of the internal auditor, relationships of the auditor to the Council and planning and reporting. It was agreed that the current arrangements for internal audit satisfied the requisite criteria and Martyn Bishop should be requested to perform the internal audit at year end.

DRAFT STANDING ORDERS

It was agreed that the NALC Model Standing Orders would be adopted in their entirety but that a sub-group comprising Elizabeth Twist and Mary Walsh would further study the Orders and ensure they were suitable for a smaller Parish Council.

It was confirmed that the Risk Register, Asset Register and Standing Orders would be uploaded to the website.

PARISH COUNCIL WEBSITE

It was agreed that it would be preferable to ensure two or three people were competent in updating the website rather than rely on one person but Ian Willock agreed to be the webmaster in the interim period. It was agreed that further publicity needed to be given to the fact that the new website was now operational and it was suggested a flyer be distributed around the locality to this effect.

RVBC PARISH COUNCIL GRANTS – UPDATE

The Clerk stressed that the appropriate form needed to be completed and signed by a Borough Councillor before any grant monies would be released by RVBC. It was noted that Hayden Fortune was in possession of the forms for the Tosside application and Cath Curry requested forms for Bolton-by-Bowland.

DEFIBRILLATORS

Arnold Foster provided an update on the situation with defibrillators in each village. Quotes had been obtained from different electricians for defibrillator installation: Sawley £144 +VAT, Bolton-by-Bowland £104.35 + VAT and Tosside £128.50 + VAT. It was noted that the Tosside defibrillator had already been installed and it was agreed the invoice should be paid. The Council also agreed that expenses could be incurred as required for defibrillator installation in the other two villages. It was stressed that, once installed, the defibrillators required checking and maintaining and it was agreed that checking defibrillators would be undertaken as follows: Tosside by James Waddington, Bolton-by-Bowland by Mary Walsh and Sawley by Arnold Foster and Elizabeth Twist.

QUIET LANES

This item was deferred until a future meeting.

CORRESPONDENCE

The Clerk advised that County Cllr David Smith had obtained information on the gritting routes in the parish and only Sawley to Bolton-by-Bowland, the Settle Road and Bolton-by-Bowland to Gisburn were classed as priority routes.

ANY OTHER BUSINESS

James Waddington advised that he had tried to report the state of the road on the Grunsagill to Tosside lane to Lancashire Highways via their online reporting system but the system had refused to recognise the existence of the road. It was agreed the road was in Lancashire and the matter needed to be brought to the attention of the County Council.

DATE OF NEXT MEETING

Monday 11 April 2016 at 7.30 pm Sawley Village Hall