

**MINUTES OF THE MEETING OF
BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL
HELD AT BOLTON-BY-BOWLAND VILLAGE HALL
MONDAY 02 FEBRUARY 2015 AT 7.30 PM**

Present: Joan Porter (Chair), Nicky Capstick, Lynda Holt, John Thornber,
Mary Walsh
Borough Cllr Richard Sherras, Clerk and three members of the public

Apologies: Jonathon Backhouse, David Blackledge, Allan Clements, Liz Moorhouse,
John Walmsley, Paul Wilson Borough Cllr Rosie Elms

MINUTES OF PREVIOUS MEETINGS

The Minutes of the Parish Council meeting of 05 January 2015 had been previously circulated. A letter from Mary Walsh which included comments about the conduct of the previous meeting and the Neighbourhood Plan in general had been previously circulated to all Parish Councillors. The Chair asked Mary Walsh if she wished to comment and Mrs Walsh reiterated some of the points made in her letter. In response the Chair summarised the processes which had been followed by the Steering Group over many months prior to release of the draft Neighbourhood Plan for public consultation. Mrs Walsh commented that the entire draft Neighbourhood Plan should have been discussed in full by the Parish Council prior to its release for consultation and that the document which had been released could contain inaccurate information. Mrs Walsh further commented that if anything was amiss with the draft that had been released or the processes that had been followed the Parish Council would be held to account and specifically requested that this comment be minuted. John Thornber pointed out that members of the public and interested parties, including Parish Councillors, could make comments on the draft Plan on the forms provided and this would be the appropriate way to now voice any concerns.

DECLARATION OF INTEREST

None

PUBLIC PARTICIPATION

None

NEIGHBOURHOOD PLAN

It was confirmed that appropriate e-mails and letters had been sent to all on the consultation database regarding the availability of the draft Neighbourhood Plan for comment. It was further reported that leaflets had been distributed to all houses in the wards of Bolton-by-Bowland, Holden and Tosside advising of the availability of the Plan. There was some discussion over the delivery of leaflets to houses in the Sawley ward and Lynda Holt accordingly agreed to produce sufficient leaflets for delivery to houses in the Sawley ward.

PLANNING APPLICATIONS

Calder House Farm

It was noted that there had been no objections to this application and RVBC had been accordingly informed.

Holden Clough House

It was noted that there had been no objections to this application and RVBC had been accordingly informed.

Planning Applications Procedure

The Clerk reported that one of the Planning Officers at RVBC had asked if all responses to planning applications could be sent via herself so that RVBC were aware that an official Parish Council response had been received. It was agreed this procedure should be followed with future applications.

PARISH LENGTHSMAN

The work undertaken by James Waddington, as detailed on his invoice, was summarised. It was noted that the meeting to discuss the lengthman's equipment had not yet been convened due to the unavailability of appropriate parties but it was intended to arrange a meeting before the March 2015 Parish Council meeting. It was agreed that discussion on the matter by the Parish Council would be postponed until after the relevant meeting had occurred.

REVIEW OF PUBLIC PARTICIPATION PROCEDURE

It was noted that the new procedures regarding public participation, as agreed at the May 2014 meeting, had been subject to review which had not yet occurred. After due discussion, it was agreed that the procedures did not require amendment and could remain as agreed in May 2014.

FINANCIAL REPORT

Financial Statement

The Clerk distributed a summary of income and expenditure for the period 01 December 2014 to 30 January 2015. Cheques totalling £181 had been presented in the two months and income of £1,343.40 received and details were provided.

Invoices for approval

		£
Bolton-by-Bowland Village Hall	Room Hire (Neighbourhood Plan)	44.00
Mrs C A Holmes	Clerk	200.00
Post Office Ltd	Clerk's PAYE	50.00
James Waddington	Lengthsman	790.13

Total: 1,084.13

Bank Signatories

It was reported that the bank had advised in an e-mail that the situation regarding the bank signatories had been resolved so any two of three specified signatories should be able to sign cheques.

Report of the Working Group on Financial Controls

The Chair advised that, due to the absence of two of its five members, the Working Group had not met prior to the meeting but would hopefully do so prior to the March 2015 meeting.

FLOOD GAUGE

The Clerk explained that the Environment Agency were prepared to install a flood gauge in Bolton-by-Bowland in an appropriate location at no cost. It was agreed that a gauge would be useful but it was suggested that more information as to the size and appearance of the device be obtained prior to a final decision. Borough Cllr Sherras advised that, as Bolton-by-Bowland was within a Conservation Area questions should also be asked regarding whether planning permission could be needed.

PARISH COUNCILS LIAISON COMMITTEE

The Chair summarised matters which had been on the Agenda for the Liaison Committee meeting at the end of January, including reports relating to events on the highway and the conduct of parish polls.

DATE AND LOCATION OF NEXT MEETING

As the January 2015 meeting had not been a full Parish Council meeting it was agreed that another meeting would be held in Bolton-by-Bowland. The next meeting would therefore take place on:

Monday 02 March 2015 at 7.30 pm in Bolton-by-Bowland Village Hall