

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 3RD APRIL 2017 AT SAWLEY VILLAGE HALL**

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

Also in attendance: Ribble Valley Borough Councillor R. Sherras, 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 A. Clements, and I. Willock It was

RESOLVED that these apologies be received and approved.

2. Adjournment for Public Session

2.1 Several residents again reiterated their concerns regarding the Neighbourhood Plan, and one asked in particular about access to Church Acre, Tosside. It was explained that Parish Council had no knowledge of this ; there was a parcel of land adjacent to Bailey Lane whose ownership had not been established.

3. To receive declarations of pecuniary or personal interest

3.1 There were no declarations.

4. To Resolve to Confirm the Minutes of the previous meeting (held on 6th March 2017)

4.1 The Minutes of the meeting held on 6th March 2017 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

5.1 There were no matters arising from the Minutes not on this agenda

6. To receive a Report from Ribble Valley Borough Council Dog Wardens

6.1 Dog Wardens were not present, Clerk make contact to discern whether they will attend in future.

7. To Consider any response to be made to Planning Applications

7.1 Planning Applications had been circulated for comments ;

- 3/2017/0205 – Fell 7 conifers at 17 Nethergill, Bolton by Bowland
- 3/2017/0208 & 0209 – Convert 1 dwelling into 2 at 11/13 Gisburn Road, Bolton by Bowland
- 3/2017/0211 – Amendments to previously approved 3/2016/0201 Southport House, Sawley re Holiday Let
- 3/2017/0253 & 0255 – Discharge of conditions from previously approved 3/2016/0541, Rodhill Lodge, Bolton by Bowland

RESOLVED – No material objections to the above applications, members were aware that 11/13 Gisburn Road had been two dwellings in the past.

Clerk had circulated an updated list of decisions.

8. To consider and approve responsibility for Neighbourhood Plan correspondence and location of previous Clerk's laptop

8.1 Clerk informed members that she had been made aware that the previous Clerk's laptop was frequently not fit for use; this was confirmed by a number of members. Clerk had been informed that this laptop had been examined but found to have no documents of any value & had subsequently been disposed of by a reputable company. Clerk has now received a large file from previous Steering Group Chairman and has discussed with Colin Hirst the appropriate actions to be taken. Mr. Hirst recommended that the file be initially copied, Parish Councillors could be approved to read the file as it is (without removal or copying) then all checked and redacted where necessary before Ribble Valley Borough Council scan all of the information to go on a memory stick, which can then be uploaded to Parish website. Mr. Hirst had again confirmed that all documents and submissions received by 5th

January 2017 would be for the Examiner to view, but any received after that date (from all sources) would be retained by Ribble Valley Borough Council and the Examiner informed, but it would be his or her decision whether the secondary documentation is read or considered. Mr. Hirst has now considered four Examiners from RTPI and one from RICS and has asked them to submit Expression of Interest. The companies contacted are from all parts of the country, away from Ribble Valley.

RESOLVED that Clerk hold all Neighbourhood Plan correspondence provided and continue to liaise with Ribble Valley Borough Council

9. To consider arrangements for future Chairmanship

9.1 Members discussed the pros and cons of whether the customary method of circulating Chairman's role meant choosing the most suitable person as Chairman, and whether a longer term as Chairman might give time to bring more to the role, through experience. It was pointed out that Standing Orders do not give direction for either method, but emphasised that, for any method, the Chairman must be elected at each Annual Parish Council meeting.

RESOLVED that this matter be considered as a principle, at the Annual Parish Council meeting

10 To receive and consider Parish Lengthsman's Report ; to further consider and approve Parish Lengthsman's Contract

10.1 The Parish Lengthsman was absent. Discussions had taken place between Mr. Waddington & Cllr. Park, based on the existing contract supplied some years previously, and the draft contract suggested for a review. Cllr. Park reported that some clauses were not fit for purpose (relating to regular hours, which at times were not needed, but emergency powers may be). It was noted that future provision within Parish Council budget may need to be increased, due to the loss of County Council grant. Following discussion it was

RESOLVED Clerk to re-format a draft contract (following direction from Cllr. Park) and circulate this to Councillors and Mr. Waddington for decision at May meeting.

11. To consider and approve Working Party Report for residents' and other relevant queries

11.1 Following March Parish Council meeting, Working Party had met and wished to respond to queries in a timely manner. Clerk had then circulated a draft letter to all councillors, this to be sent to residents provided majority of councillors were in favour, by 31st March. One Councillor had objected, two had not responded, eight were in favour. The letter was therefore sent. This method was questioned, however it was pointed out that some residents are asking the same questions and, unless these were circulated to all councillors prior to the meeting as part of the agenda, and that they are a matter that Parish Council can deal with, repetition without response is frustrating for all.

12. To consider and approve Neighbourhood Plan Steering Group updated Terms of Reference

12.1 Members discussed the Steering Group Terms of Reference which had been circulated, but considered that no decision was necessary at this stage, and so deferred this item.

13. To consider and approve the amended Asset Register and Risk Register

13.1 Clerk had circulated these documents. It was agreed that some equipment (paint and Parish Lengthsman's equipment) was not owned by Parish Council and should not have been included in Asset Register 2015.16. It was noted that these items were therefore on the amended Register as Disposals, and the new Laptop & Printer had been added to the Register. Members discussed which benches and grit bins were owned by Parish Council and the exact locations for these is to be clarified and the Register updated. It was

RESOLVED – subject to these minor amendments, the Asset Register and Risk Register be agreed and adopted.

14 Accounts

14.1 **Bank Balance** as at 31.03.17.17 £26,850.55

14.2 Cllr. Foster agreed bank reconciliation at 10.03.17 of £27,651.15 against bank statement to 10.03.17

14.3 Invoices for approval :

Lancs. Ass. Of Local Councils subscription	£154.12	Cheque 100775
T. Taylor March net salary	£120.00	Cheque 100776
T. Taylor expenses 06.12.16 to 31.03.17	£156.64	Cheque 100777

HMRC PAYE to 05.04.17	£90.00	Cheque 100778
Lengsthman invoice 38	£404.25	Cheque 100779
Tosside Community Link	£1000.00	Cheque 100780
Bolton by Bowland Village Hall	£1000.00	Cheque 100781
Sawley Village Hall	£1250.00	Cheque 100782
Ribble Valley CFR	£100.00	Cheque 100783

Councillors discussed the invoices, particularly those relating to Village Halls. Clerk informed that Tosside wished to update lighting to LED (Cllr. Wilson declared an interest and took no part in discussion) at a cost of £5000 and an application to Lancashire Environmental Fund was being submitted for the balance. Bolton by Bowland requested support towards audio visual equipment, and Sawley wished to have support for maintenance of the Playing Fields, which annually costs £1584. Cllr. Sherras confirmed that this item for Sawley should be part of Parish Council's Concurrent Functions grant from Ribble Valley Borough Council, so could be grossed up, at Parish Council discretion, and members were minded to do so. The donation to Ribble Valley CFR was previously agreed in principle, for Defibrillator Training at Tosside, now completed

RESOLVED – all the above invoices were approved for payment

14.4 Clerk had received a Grant Application Form from Colin Darlington, following his presentation at March meeting, requesting £500 towards the update of the Heritage Trail booklet. Members felt this was a commendable booklet, however did not wish to set a precedent and therefore did not wish to give financial support at this time, but may consider in the future

14.5 Clerk had been in contact with Martyn Bishop who had been previously appointed as Internal Auditor. She discussed the scope of the role, which he is happy to carry out, at a fee of £200, which is not subject to VAT.

RESOLVED- Martyn Bishop to again act as Internal Auditor – Clerk to liaise with him to carry this function out

15. To receive reports from meetings

15.1 **Ribble Valley Borough Council** Cllr. Sherras informed that Transparency Issues had been identified, however this Parish Council was well within compliance. He updated that Combined Authority proposals are not now moving forward, due to other priorities. He, as well as Chairman, had attended Ribble Valley Rural Forum which had been most informative on various funding and management issues.

15.2 Members had been circulated with details for the Mayoral Reception and a Visit to National Memorial Arboretum. The reception was noted, and members would make their own contact if they wished to partake in the Visit.

16 Matters brought forward by Members

16.1 To consider proportional representation on Parish Council by each village

This matter was discussed, Cllr. Sherras informed that this was a complex matter, and a long drawn process which can only be actioned at election time; it may relate to Census (last figures in 2011 were 498 Bolton by Bowland, 305 Sawley and 137 Gisburn Forest respectively) Following discussion, Clerk was asked to seek further information and direction from Diane Rice (Head of Legal Services, Ribble Valley Borough Council)

16.2 **Staffing Matters** - Chairman advised Council that this was a sensitive and confidential matter and therefore a **Motion was passed that Press and Public be excluded. In practice the residents had left prior to this item. Clerk and Cllr. Sherras left the room for this item.**

A discussion took place regarding extra work & time undertaken by Clerk, beyond hours agreed per contract. It was **RESOLVED an additional payment of £500 gross be paid to Clerk and that she note actual hours of work for future review. Chairman to inform Clerk.**

17 Date of the next meeting – Monday 8th May 2017 at Bolton by Bowland Village Hall

Members were reminded that the May meeting will be preceded by the Annual Parish Council meeting

Cllr. Park gave apologies for the May meeting as he will be unavailable.

Chairman thanked all for their input and closed the meeting at 9.23 pm