

**MINUTES OF THE MEETING OF
BOLTON-BY-BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL
HELD AT BOLTON BY BOWLAND VILLAGE HALL
MONDAY 18 MAY 2015 AT 7.30 PM**

Present: Allan Clements (Chair), Hayden Fortune, Lynda Holt, Liz Moorhouse, Roger Park, Elizabeth Twist, Mary Walsh, Ian Willock, Paul Wilson
Borough Cllr Rosie Elms, Borough Cllr Richard Sherras, Clerk

Apologies: Cath Curry, Arnold Foster

ELECTION OF CHAIR 2015/16

The Clerk took the Chair at the start of the meeting to ask for nominations for the position of Chair of the Council for 2015/16. Paul Wilson proposed and Liz Moorhouse seconded the nomination of Allan Clements which was duly agreed and Mr Clements was elected Chair for 2015/16.

Allan Clements assumed the Chair

ELECTION OF VICE CHAIR

The Chair asked for nominations for the position of Vice Chair of the Council for 2015/16. Mary Walsh proposed and Liz Moorhouse seconded the nomination of Elizabeth Twist which was duly agreed and Mrs Twist was accordingly elected Vice Chair for 2015/16.

APOLOGIES FOR ABSENCE

The apologies noted above were accepted.

MINUTES OF PREVIOUS MEETING

The Minutes of the Parish Council meeting of 13 April 2015 had been previously circulated. The Minutes were accepted as a true record of proceedings at that meeting and duly signed.

MATTERS ARISING

Allan Clements welcomed new Councillors Hayden Fortune, Elizabeth Twist and Ian Willock to their first meeting. Allan Clements also expressed the thanks of the Parish Council to former members of the Council, especially Mrs Joan Porter who had experienced a challenging year as Chair.

Allan Clements accepted that a note had not yet been distributed to residents regarding the progress of the Neighbourhood Plan nor had the comments received during the consultation period been distributed to Councillors or uploaded onto the website. The meeting was advised that both of these matters would be dealt with as soon as practicable.

DECLARATION OF INTEREST

None

PUBLIC PARTICIPATION

None

ELECTIONS TO EXTERNAL/INTERNAL COMMITTEES

RVBC Parish Councils Liaison Committee	Hayden Fortune and Mary Walsh
Planning Delegation: Bolton-by-Bowland	Lynda Holt, Liz Moorhouse, Ian Willock
Planning Delegation: Gisburn Forest	Hayden Fortune, Paul Wilson
Planning Delegation: Sawley	Arnold Foster, Elizabeth Twist
Hungrill Trust	David Holt
St Thomas' Trust	Joyce Lilburn, Dorothy Wolfenden

PARISH COUNCIL ELECTIONS 2015 – FORMS

The Clerk took possession of completed Acceptance of Office forms and Notification of Interest forms and offered to take these to RVBC.

NEIGHBOURHOOD PLAN

Allan Clements reported that work had continued with the plan incorporating comments from the 6 week consultation period. The amended plan would then be made available to the Parish Council. It was agreed to circulate a short report on progress to all households. Lynda Holt agreed to do this.

PLANNING APPLICATIONS

Extension to conservatory, Holden Clough

The above application had very recently arrived and was handed over for circulation and comment as appropriate.

PARISH LENGTHSMAN

The lengthsman's latest invoice was submitted and the work undertaken in the period covered by the invoice was outlined.

It was noted that significant flooding often occurred on the Settle Road just outside Mearley Bank and the issue could be caused by a blocked drain. It was agreed this was more a matter for Lancs CC to whom the issue should be reported.

FINANCIAL REPORT

Financial Statement

The Clerk distributed a summary of income and expenditure for the period 01 April 2015 to 15 May 2015. Cheques totalling £666.14 had been presented in the month and income of £10,200 received from the RVBC precept (£10,000) and Lancs CC Local Delivery Scheme (£200).

It was agreed that Allan Clements and the Clerk should take advice from RVBC's Head of Finance regarding what could legally be done with the refund of misappropriated monies received in March 2015.

Invoices for approval

£

Bolton-by-Bowland Village Hall	Room Hire (Parish Council)	12.00
James Waddington	Parish Lengthsman	637.00
Tosside Community Link	Room Hire (Parish Council)	30.00
Bolton-by-Bowland Village Hall	Grant	1,000
Sawley Village Hall	Grant	1,000
Tosside Community Link	Grant	1,000
		3,679

Bank Signatories

The Clerk advised that two of the three signatories had stood down at the elections so replacement signatories were required. It was suggested that signatories should be people who usually attended the majority of meetings. It was agreed that Mary Walsh and Ian Willock should become signatories. It was noted that the procedure for changing signatories could take several months and that existing signatories could continue to sign cheques during this period.

YEAR END MATTERS

The Annual Return and Internal Audit Report had been circulated to Councillors by e-mail and copies were also made available at the meeting.

The Council considered the detailed Internal Audit Report prepared by a senior accountant at RVBC. It was noted that only one item remained outstanding on the Internal Audit Report, namely finalisation of Financial Regulations, but that the process was well underway. It was agreed that a Working Group of Allan Clements, Ian Willock and the Clerk would finalise the Regulations as soon as possible. It was also agreed that the Group would discuss the appointment of an internal auditor to the Council and it was further agreed that such an appointment could be on a paid basis.

The Clerk advised that it was necessary for the meeting to approve the accounts for the period ended 31 March 2015. The Clerk briefly outlined the entries on Section 1 of the accounts and the accounts were duly approved and signed by Mr Clements and Mrs Holmes as Chairman and Clerk respectively.

The meeting proceeded to consider the Annual Governance Statement and agreed that the following summarised matters could all be answered in the affirmative for the year under review, namely

1. the statement of accounts was prepared in accordance with appropriate regulations
2. an adequate system of internal control was maintained
3. there are no matters of actual or potential non-compliance which could have a significant effect on the ability of the council to conduct its affairs
4. there was proper opportunity during the year for the exercise of electors' rights under appropriate regulations
5. a risk assessment has been undertaken
6. an adequate system of internal audit of the council's records was maintained

7. appropriate action has been taken on matters raised in internal and external audit reports
8. the council has considered whether any litigation, liabilities or commitments could have a financial impact on the council

The Annual Governance Statement was accordingly approved by the meeting and Mr Clements and Mrs Holmes proceeded to sign the Statement as Chair and Clerk respectively.

GRANTS TO VILLAGE HALLS

After due discussion it was agreed that the Parish Council's finances would permit grants of £1,000 to be made to each of the three Village Halls in the parish and that such grants should therefore be made.

ANY OTHER BUSINESS

The Clerk provided details of a nationwide survey being carried out by Civic Voice to record the location and condition of war memorials throughout England. Details of a workshop to be held in Lancaster in June were also given. Roger Park advised that he was already in receipt of this documentation on behalf of the War Memorial Committee and had been in touch as necessary with Civic Voice.

DATE AND LOCATION OF NEXT MEETING

Monday 06 July 2015 at 7.30 pm Sawley Village Hall