

**MINUTES OF THE MEETING OF BOLTON BY BOWLAND, GISBURN FOREST & SAWLEY PARISH COUNCIL
HELD ON 6TH MARCH 2017 AT BOLTON BY BOWLAND VILLAGE HALL**

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

Also in attendance : Clerk. Ribble Valley Borough Councillor R. Sherras, and 17 residents (including MP's representative)

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. Foster , In addition LCC Cllrs. D. Smith and A. Atkinson had sent apologies. 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, requesting that Parish Council consider withdrawal of the Plan, which they felt had been handled poorly. Other residents spoke in favour of the Neighbourhood Plan and wished it to go forward to Examination and Referendum.

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 February 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 will invite them to April meeting

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

7.1 Planning Applications had been circulated for comments ;

- OC0288431 – SN Heavy Goods Operators Licence increase at Scott Laithe Farm, Bolton by Bowland
- 3/2017/0171 & 0173 – Dog & Partridge, Tosside – to change rear extension to one dwelling
- 3/2017/0154 – Smithy Cottage, Tosside – material amendments to previously approved 3/2016/0770

RESOLVED – No material objections to the above applications, members spoke in favour of Dog & Partridge application, commenting this had not been a viable business for some time.

Clerk circulated an updated list of decisions.

8. To consider the withdrawal of the Neighbourhood Plan and to consider actions to be taken with Ribble Valley Borough Council

8.1 Councillors discussed options regarding the Neighbourhood Plan. It was acknowledged to be a sensitive issue, with many residents against, but also many in favour. The letter which had gone to all households following October 2016 Parish Council had clearly set out the envisaged possible housing as part of the Plan. A great deal of work had been put into the Plan however Ribble Valley Borough Council would ultimately make any planning decisions, regardless of whether the Plan became part of Core Strategy or not, based on the legal framework. No motion had been received to withdraw the Plan, and none was proposed at the meeting. It was then

RESOLVED to confirm the decision of October 2016, that the Neighbourhood Plan continues through due process. 9 Councillors were in favour, 0 against, with 1 abstention and 1 Councillor was absent

9. To consider the appointment of Examiner for the Neighbourhood Plan.

9.1 Clerk explained that she had again discussed this matter with Colin Hirst at Ribble Valley Council. There are now three options, using either an RTPI examiner or an RICS qualified examiner who will be nominated to Ribble Valley, which they can refuse ; or to use a Planning Inspectorate examiner at double the cost. Cllr. Sherras explained that any Examiner would be considering The Plan overall, not whether housing was required in Bolton by Bowland or Tosside. Members acknowledged that Ribble Valley Borough Council may consult with Parish Council, however this was not binding & members felt less than qualified to advise the Borough Council. It was

RESOLVED that Clerk contact Mr. Hirst to ask that the Borough Council appoints an Examiner, but note that an Examiner from outside Ribble Valley would be preferred by Parish Council.

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

10.1 Clerk had contacted all past & present Councillors & Steering Group members. Cllr. Clements had supplied a memory stick with all Neighbourhood Plan documentation he had. Cllr. Holt passed over her file. Several individuals had been in contact to say they had passed all on to others. Reports suggested that Mr. Backhouse may have picked up Mr. Dowle's laptop & Clerk was to contact him, as well as Mrs. Holmes who had been Clerk for a short time. Members agreed that a closing date for further searches must soon be agreed. It was also agreed that further work (dependent on any Examiner Report and possible Referendum) will be necessary and therefore an agenda item was to be taken forward to April meeting.

RESOLVED that Cllr. Clements review Steering Group terms of reference and circulate his findings

11. To consider arrangements for future Chairmanship, and arrangements and venue for the Annual Parish Council Meeting

11.1 Members discussed 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 acknowledged that the system in place meant all had agreed that Cllr. Fortune would take over the role of Chairman in May, but that a motion to change the term should be taken to May Annual Parish Council meeting. Clerk advised that dates & venues for the following year's meetings should be agreed at the Annual Parish Council Meeting (preceding the May Parish Council meeting). Following discussion, members

RESOLVED that April meeting be held 3rd April, at Sawley, Annual Parish Council Meeting 8th May, followed by May Parish Council meeting, (due to Bank Holiday) at Bolton by Bowland (main room to be requested)

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

12.1 The Parish Lengthsman was absent and no report had been supplied. Clerk had received insurance documentation, and discussions had taken place between Mr. Waddington & Cllr. Park, which were not finalised therefore contract was deferred to April meeting

13. To further consider any entry to be made to Lancashire Best Kept Village Competition

13.1 Cllr. Fortune wished to enter Tosside in the Hamlet Class and entry to be clarified with the Clerk.

RESOLVED – Entry to be submitted for Tosside area only

14. To further consider WW1 Beacon & contacts for each village for this

14.1 Members discussed this matter and it was

RESOLVED – Cllrs. Park & Fortune to register as contacts for Bolton by Bowland & Tosside respectively.

15 To consider future Working Parties for website work and to consider how to deal with residents' and other relevant queries

15.1 Cllr. Willock explained that, in order to set up the website, a Working Party of himself, and Cllrs. Foster and Wilson had met to discuss standards for the website. Clerk informed that Transparency Funding of £1,240.89 had been received and the Parish Laptop, printer etc were to be collected. Members agreed to continue with Working Party already in place. The suggestion was made that a "Question and Answer" section for the website might be beneficial, and cut down on duplication of queries. Clerk has been asked to start to update the website.

15.2 Members expressed concern that there was currently no process to deal with queries, following the Complaints Procedure approved at February meeting. Following discussion it was

RESOLVED – Working Party of 1 councillor from each village, to include Chairman, also Clerk be formed. This to now be Cllrs. Twist, Willock and Wilson. They are to meet, discuss queries, but bring recommendations to Parish Council for approval.

16. To consider whether a Parish Grant Policy would be beneficial (draft document circulated)

16.1 Councillors considered the draft document to be of benefit, following examination. It was then **RESOLVED – Parish Council approve the Grants Policy with immediate effect.**

17 Accounts

17.1 **Bank Balance** as at 28.02.17 £27,042.86

17.2 **Invoices for approval :**

Soft Sell Computers – laptop etc	£585.60	Cheque 100772
T. Taylor February net salary	£120.00	Cheque 100773
Lancs. Best Kept Village	£15.00	Cheque 100774

Clerk informed Council that in addition to £1,240.89 for Transparency Funding, £325.73 Concurrent Fees had been received from Ribble Valley Borough Council and banked.

RESOLVED – all the above invoices were approved for payment

17.3 Clerk circulated Budget vs Actual cashflow position, and was asked to add a variance column, and ensure physical bank reconciliation is available at least quarterly.

17.4 **To consider request for financial support for the Heritage Trail, donation for Defibrillator Training in Tosside and membership of War Memorials Trust** : Mr. Darlington gave a presentation to request start up funding for an updated booklet (previous edition was 35 years old). Members discussed this and admired the quality of the illustrations shown. Mr. Darlington had approached others for match funding, as well as a village fundraising event with a local speaker in order to ensure village involvement. Cost was envisaged at £2,600 for 1500 copies, which would be sold for £3.50 from various local outlets, any surplus used for reprints. A possible further booklet as a Nature Trail may be considered at some point, using surplus from sales. Members were supportive in principle, however it was noted that funds donated must be considered fairly across the whole Parish. Defibrillator Training was to take place late March in Tosside. Cllr. Fortune would investigate War Memorials Trust membership.

RESOLVED – that Mr. Darlington be invited to submit a Parish Grants application form

18. To receive reports from meetings

18.1 **Ribble Valley Borough Council** Cllr. Sherras updated members that a Report regarding Clitheroe Market was now completed and this would soon be in the public domain. He reminded members that County Council Ward boundaries will change in July when, subject to election, Cllr. Atkinson would cover Bolton by Bowland.

19 Matters brought forward by Members

19.1 Following a request from Cllr. Sherras, it was

RESOLVED – that Cllr. Sherras may receive all Parish Council documents, in draft format, subject to Clerk's discretion regarding volume.

19.2 **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.

Cllr. Walsh withdrew from the meeting. A discussion took place regarding various staffing matters, including extra work & time undertaken by Clerk (who was not present when this item was discussed) It was

RESOLVED Chairman to meet with Clerk to discuss remuneration for extra work, to report to April meeting

20 Date of the next meeting – Monday 3rd April 2017 at Sawley Village Hall

Cllrs. Clements & Willock gave apologies for the April meeting as they will be unavailable.

Chairman thanked all for their input and closed the meeting at 9.27 pm