

**MINUTES OF THE MEETING OF
BOLTON BY BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL
HELD AT BOLTON BY BOWLAND VILLAGE HALL
MONDAY 4TH JULY 2016 AT 7.30PM**

Present: Catherine Curry, Arnold Foster, Hayden Fortune, Liz Moorhouse, Elizabeth Twist (Chair), Mary Walsh, Ian Willock, Paul Wilson
Borough Cllr. Rosie Elms, Borough Cllr. Richard Sherras and one member of the public

Apologies: Allan Clements, Lynda Holt, Roger Park

1. APOLOGIES FOR ABSENCE

The apologies noted above were accepted.

2. MINUTES OF PARISH COUNCIL MEETING OF 6 JUNE 2016

The minutes of the Parish Council meeting held on 6th June, 2016 had been previously circulated and were approved as a true record of proceedings at that meeting and duly signed.

3. MATTERS ARISING

There were no matters arising.

4. DECLARATION OF INTEREST

None

5. PUBLIC PARTICIPATION

None

6. NEIGHBOURHOOD PLAN – UPDATE

Minutes of the Neighbourhood Plan Steering Group held on 21st June, 2016, had previously been circulated.

Elizabeth Twist explained that, after consideration, she had decided not to become a member of the Steering Group and had emailed Allan Clements to inform him.

Hayden Fortune confirmed that he was now a member of the Steering Group.

Councillors discussed the minutes and the following points were amongst those highlighted:

- Substantial changes to the draft NP
- Rejection of the phasing proposal in Bolton by Bowland
- Why did Kirkwells not explain the problems of phasing at an earlier stage?
- Reduction from two sites to one in Bolton by Bowland

- Site 1 being dropped because of cost and time involved in further consultation with Historic England
- Decisions being made by the few people on the Steering Group
- Parish Council not being adequately consulted
- Decisions are being taken out of the hands of parishioners

It was decided that an extraordinary Parish Council meeting would be held on Monday, 3rd October, 2016, to discuss issues surrounding the content of and procedures involved in the NP.

Ian Willock will put the minutes of the Steering Group onto the website.

7. PLANNING APPLICATIONS AND MATTERS

a) 3/2016/0486 Lower Monubent Barn, Hellifield Road, Bolton by Bowland

b) 3/2016/0541 Rodhill Lodge, Bolton by Bowland

c) 3/2016/0485 Park Nook, Hellifield Road, Bolton by Bowland

The Parish Council did not have any objections to the above applications.

A decision is yet to be made on planning application 3/2016/0578 Calder Farm, Settle Road, Bolton by Bowland.

8. PARISH LENGTHSMAN

Arnold Foster outlined the work undertaken by James Waddington covered by his latest invoice for £468.56. This was comprised of 13 hours at Tosside, 16.5 hours at Bolton by Bowland and 9 hours at Sawley.

9. INVOICE INITIALLING

Arnold Foster, Acting RFO, suggested that the initialling of invoices by bank signatories would add an extra level of security to financial procedures. This was accepted by the Parish Councillors and will be actioned in future.

10. FINANCIAL REPORT

a) Financial statement

Accounting figures reconcile with the bank statement.

b) Invoices for approval

The following invoice was submitted for approval:-

James Waddington (Lengthsman)	£468.56
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c) Quarterly Review

The RFO distributed a summary of income and expenditure for the period 05.04.2016 to 06.06.2016.

d) Year End Matters

The Acting RFO explained that there had been a discrepancy of £100.00 in the variance figures relating to staff costs provided by the previous Parish Clerk for the Annual Audit. £50.00 of this was found to have been due to an error in the final salary payment to a former Clerk in May, 2014, but the remaining £50.00 had been untraceable. This had been reported to BDO, the Auditors.

BDO had advised the Acting RFO that the four defibrillators were gifted items and therefore should be given a nominal value for accounting purposes of £1.00 each. The Acting RFO had made the necessary changes on the audit form, a copy of which was circulated to Parish Councillors.

The Acting RFO advised Parish Councillors that copies of the paperwork covering the 2015/16 Annual Return and Accounts had been placed on the village noticeboards and the website for the exercise of public rights.

11. STANDING ORDERS – UPDATE

Work on Standing Orders is ongoing by Mary Walsh and Elizabeth Twist.

12. PARISH CLERK RECRUITMENT

Elizabeth Twist gave an outline of the most suitable candidate selected by the sub-committee for the position of Parish Clerk. This is Mrs. Teresa Taylor, presently Parish Clerk to Mellor Parish Council.

A vote was taken and the Parish Council approved the appointment of Mrs. Taylor unanimously.

Due to travelling time and cost factors, the following Parish Councillors offered to download, print and post agendas on the village notice boards :-

Bolton by Bowland – Mary Walsh

Tosside – Hayden Fortune

Sawley – Elizabeth Twist

13. DEFIBRILLATOR TRAINING

Arnold Foster will organise training in the use of defibrillators in the village halls early in Autumn, 2016.

14. RVBC PARISH COUNCIL LIAISON COMMITTEE – JUNE, 2016

Mary Walsh provided a summary of the matters discussed at the above meeting, namely closure of libraries, access to primary care and the problems of isolation in rural communities.

15. CORRESPONDENCE

Elizabeth Twist read out letters received from Sawley and Tosside Community Halls, thanking the Parish Council for the £1,000.00 grants they had recently received. As requested, Tosside provided information as to how the money was to be spent, on repairing benches, and Sawley will inform the Parish Council following their next Village Hall Committee meeting.

The Acting Parish Clerk had received a letter from Lancashire Association of Local Councils asking if the Parish Council had any objections to two businesses operating from the Parish who had applied for a new, or a continuation of or a variation to Heavy Goods Vehicle Operators' Licences. After discussion it was decided that the Acting Parish Clerk would write a letter to RVBC stating that the Parish Council had no objections to the granting of these licences, but could the Operators be asked to remind their drivers to drive with care and within the speed limits on the rural, often narrow, roads.

16. ANY OTHER BUSINESS

Ian Willock mentioned that no monthly Police Reports had been received, for putting on the website, following the retirement of the previous Police Officer who undertook this task. These reports often contained useful information for parishioners. Ian will look into whether or not these reports will be forthcoming in the future.

Ian also brought up the question of how the Chairman of the Parish Council is selected. At present it is based on a rota system around the three wards, the current Chair having been the previous Deputy. It was decided that Parish Councillors would give the matter some thought and the subject discussed at a Parish Council meeting early in the new year.

17. DATE AND LOCATION OF NEXT MEETING

Monday, 5th September, 2016 at Tosside Community Hall at 7.30pm.

Extraordinary Parish Council meeting, to discuss the Neighbourhood Plan – Monday, 3rd October, 2016 at Sawley Village Hall at 7.30pm.