

**BOLTON BY BOWLAND, GISBURN FOREST AND SAWLEY PARISH COUNCIL**

**MINUTES OF THE MEETING OF 22 JULY 2024**

**HELD AT BOLTON BY BOWLAND VILLAGE HALL AT 7.30 PM**

**Present:** Cllrs A Yates (Chair) N Bunyan, L Marsden, S Mitchell, A Murphy, S Whittaker  
R Veitch, P Wilson Clerk and two members of the public

**1. To receive and approve apologies for absence**

Apologies for absence had been received from Councillors Brady, Fortune and Jenkins

**2. To receive declarations of pecuniary or personal interest**

Councillors Veitch and Wilson declared an interest in item 8, B4RN

**3. Matters Arising not covered elsewhere on the Agenda – For Information Only**

Cllr Murphy reported that, although CCTV for Tosside had been approved by the appropriate RVBC scheme, the Community Hall Committee had rejected use of their building as a location. Other possible locations were therefore being investigated.

**4. To consider any response to be made to planning applications**

It was noted that several planning applications had been received by RVBC relating to the parish but had only been released for consultation after the issue of the agenda. An application relating to holiday lets at the top of Sawley Brow (3/2024/0471) was briefly discussed and it was agreed that Cllr Veitch, who had visited the site in question, would put together a letter for consideration by the parish council.

**1. Audit 2023/24**

- a. To receive the internal audit report for the year ended 31 March 2024**
- b. To consider the Annual Governance report for the year ended 31 March 2024**
- c. To consider the Annual Accounting Statements for the year ended 31 March 2024**

The Internal Audit Report for 2023/24 was received and noted. The Chair drew the attention of the meeting to the following statement made by the internal auditors:

“Whilst the parish council has made significant improvements over the past 12 months, there are some regulations that have not been with regard to the accounting procedures. Whilst we do not believe these instances of non-compliance affect the integrity of the entity’s financial information all instances of non-compliance have been brought to the attention of the entity in Appendix 1 of the report”.

The meeting considered 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. 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
2. there was proper opportunity during the year for the exercise of electors' rights under appropriate regulations
3. a risk assessment has been undertaken
4. an adequate system of internal audit of the council's records was maintained
5. appropriate action has been taken on matters raised in internal and external audit reports
6. the council has considered whether any litigation, liabilities or commitments could have a financial impact on the council

The Council agreed that the following summarised matters could not 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

The Annual Governance Statement was accordingly approved by the meeting and Andrew Yates and Cathy Holmes proceeded to sign the Statement as Chair and Clerk respectively.

The Clerk advised that it was necessary for the meeting to approve the accounts for the period ended 31 March 2024. The accounts were duly approved and signed by Andrew Yates and Cathy Holmes as Chairman and Clerk respectively.

The Chair advised that the parish council used a professional firm of accountants to undertake the internal audit and that this was unusual amongst parish councils in the borough. It did mean that the audit to which the parish council was subjected would likely be more thorough than audits conducted by non-professional auditors but the parish council would know that a successful audit meant high standards had been attained. It was agreed that the internal audit would continue to be carried out by a professional firm.

## 5. Accounts

### a. To consider and approve any invoice payments due:

- |  |                |
|--|----------------|
| • Mrs C A Holmes ( June 2024 salary)             | <b>£190.92</b> |
| • Bolton by Bowland Village Hall (room hire x 1) | <b>£15.00</b>  |

All payments were approved. It was explained that the online banking facility was now up and running and that future payments would be made online as far as possible.

<b>b. To approve the bank account balance as of 01 July 2024</b>	<b>£59,558</b>
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## 6. To consider the latest information available regarding the B4RN project

The meeting was advised that the funding requirements for the rollout in Bolton by Bowland had been met. An application to the REPF for the Grindleton & Sawley rollout was being considered as Bolton by Bowland had benefited from monies received.

### **Matters brought forward by members – For Information Only**

Councillors Wilson and Murphy advised that certain residents of Tosside had again approached them regarding use of the unlocked car park in Tosside by camper vans and the consequent negative effect on the privacy of neighbouring properties. It was agreed that the Clerk should formally write to the Tosside Community Hall committee querying progress on the replacement of the gates.

Councillor Bunyan advised on the progress of the suggested pedestrian track from Holden to Bolton by Bowland, noting that the project had stalled due to lack of progress with landowners and agents. It was suggested that another meeting with the Estate's land agent be set up.

Councillor Yates advised of road safety measures which LCC had agreed they could implement, namely: a village gateway by the primary school in Bolton by Bowland at a cost of £7.5K; a village gateway on the western side of the bridge over Skirden Beck at a cost of £5.25K; a village gateway at the bridge on the Hellifield Road at a cost of £3,75K making a total cost for all three gateways of £16.5K. LCC had refused to implement a 20mph limit in Sawley so there was discussion regarding the use of a SpID in the village. LCC had advised that Tosside did not meet the criteria to be considered a village so did not qualify for the introduction of certain road safety measures. It was agreed that the possibility of hiring a SpID for use in Tosside be considered so as to gather data to determine the most suitable way to proceed with road safety in the area.

Councillor Yates advised that dog fouling continued to be a problem in the parish and that he had come across some particularly effective posters with luminescent eyes which had proved to be a successful deterrent elsewhere. It was agreed that a selection of these posters be purchased.

### **Date of next meeting**

Tuesday 17 September 2024 at Tosside Community Hall at 7.30 pm.

The meeting concluded at 8.05 pm.

DRAFT