NEWTON-IN-BOWLAND PARISH COUNCIL

Wednesday 27 September 2023

NEWTON- IN-BOWLAND VILLAGE HALL
7.00 pm

DRAFT minutes

1. **The Chair welcomed all present including all parish councillors, David Berryman representing Nigel Evans MP, Rosie Elms, RVBC councillor and 3 parishioners.**

   No apologies had been received.

2. **Cllr R Thornber declared his interest in the HARP project. Cllr D Conway declared his interest in a parishioner email about horse riding issues along the Dunsop Road.**

3. **The minutes of the meetings held 30 May 2023 and 20 July 2023 were declared a true record of the meetings.**
   Proposed SE, seconded PS.

4. **Matters arising outstanding items as follows:**

   a. **Chair to find out about exploring nature grant**
   b. **Clerk to enquire about SPIDs**
   c. **Clerk to find out about tarmac issues at Curlew Farm**
   d. **RVBC councillor to investigate the reinstatement of gritting arrangements with local farmers**
   e. **Clerk to check that all parishioners are represented on the mailing list**
   f. **Clerk to develop draft constitution for February meeting**
   g. **Clerk to set up meeting with LCC representative regarding the state of roads, verges and salting regime in advance of winter pressures**
   h. **Cllr Dixon to arrange work on war memorial once funding agreed**
   i. **Chair to define footpath project with help of RW and to identify any footpaths that might be affected by the HARP project**

   ACTION – Cllr Slinger to submit an expression of interest to RVBC for funds from the newly launched fund
   ACTION – Clerk to arrange for meeting with Cllr Slinger, Cllr Elms and LCC representative.

5. **To note that Parish Council Liaison meeting minutes 6 April 2023 and 22 June 2023 were received.**

   ACTION – Clerk to notify RVBC that notice of the September meeting was not received by Newton in Bowland parish council and so they did not attend.

   a. **9 November meeting will be attended by RT**
   b. **1 February meeting will be attended by PS**
   c. **11 April meeting will be attended by DC**

6. **Finance**

   a. **Balances:**
      i. **Community current account £1596.20**
      ii. **Community savings account £5269.81**
      iii. **Lengthsman current account £1370**

iv. **Lengthsman savings account £506.01**

b. **Income:**
   i. **Concurrent fund £695 to cover grass cutting**
   ii. **Precept £1500**
   iii. **Opting into local delivery bio scheme for public rights of way £500 plus £300**

c. **Outgoings**
   Grass cutting contract was discussed as what the contract covers is unclear, and a parishioner is regularly cutting the grass.

   ACTION – Cllr Slinger to contact Alan Boyer to discuss.
   ACTION – Clerk to purchase £50 fuel voucher for parishioner that is cutting the grass unpaid.

7. **Accounts**
   Cheques below approved by PS and seconded by DC:
   a. **Approve chq 100581 £564.05 to BHIB**
   b. **Approve chq 100583 £75 KS refund from Barclays Bank**
   c. **Approve chq 100584 £18.84 Newton village hall**
   d. **Approve chq 100585 £321.03 remaining balance of RVBC grant to Newton village hall**
   e. **Approve chq 100586 £15.68 Newton village hall**
   f. **Approve chq £13.93 add costs to BHIB**
   g. **Approve chq 100588 Newton village hall**
   h. **Approve chq 100589 Newton village hall**

8. **Income**
   Chair signed concurrent grant fund.

   ACTION – Clerk to send to RVBC

9. **The Clerk updated on Barclays bank. The Clerk now has access online to the accounts to see up to date receipts and payments. Online payments can't be made as the account needs two signatories. The Clerk has requested that the Chair be added as a signatory and to remove an old signatory.**

   ACTION – Chair to access Barclays online to identify herself, complete the information on the form that the Clerk has given her, hand the forms to Cllr Dixon for signature and to pass back to the Clerk to further processing.

10. **The Clerk update those present on the Quaker burial ground:**

    During the summer months, Mel Shutes has been strimming the designated paths agreed with Geoff Morries and has tidied the site. The Quaker Society have agreed the plan to repair the broken walls, maintenance work on the gravestones, tidy the weeds, deal with the trees that have ash dieback, clear the entrance, improve access by improving the steps, install a handrail, replace the rotten bench, and to introduce a bee colony and hopefully an information board. The Quaker Society have pledged £1250 towards the costs. The AONB have given £600 towards the costs (already received).

    The Clerk has spoken to Lyndsey Hayes at RVBC who has confirmed that planning permission and building regulations are not required for the project but has said that permission must be sought for the work on the trees.

    ACTION – Clerk to submit tree preservation forms to David Hewett at RVBC

    The Clerk has met with Sarah Dornan from LCC who has given a specification for the handrail and steps and some further guidance on what has to be done

with the trees. This new specification will need the original quotation of £2500 to be updated to reflect the changed specification.

ACTION – Mel Shutes to get updated quotation and to organise a team of volunteers to complete the works.

It is likely that (on top of the funds already promised totalling £1910) that a further £1500 will be required to complete the project. The Clerk requested permission from the Chair to make an expression of interest to RVBC for the additional funds. This was granted.

ACTION – Clerk to apply to RVBC for additional funds £1500 to complete this project.

ACTION – KS to update The Quaker Society and to advise them (as landowners) of the potential risk of not completing the work on the trees.

11. **To authorise BARN wayleave agreement for work across the village green..**

    Proposed PS seconded SE.

12. **It was agreed that Cllr Slinger will produce a schedule for the lengthsman and that Cllr Dixon will check to see if the Slaidburn lengthsman is happy to continue and to obtain a copy of his liability insurance.**

    ACTION – Cllr Elms to approach AONB to see if any further funding is available for the lengthsman.

13. **Planning**

    a. **To receive the Valley Validation Checklist Consultation – complete**

    b. **3/2023/0365 (was 0048) request to change specification from wooden to powder coated aluminium window frames declined by RVBC on 13/7/2023. Councillors had objected to the change of specification. Councillors raised concerns that the new frames installed appear to be made of aluminium.**

       ACTION – clerk to request RVBC to check the materials that have been installed.

    c. **3/2023/0502, 1 Brights Close Newton BB7 3EA parish council – unanimous no objection**

    d. **3/2023/0347 at The Old Quaker House Newton Road Newton BB7 3DZ parish council – unanimous no objection**

    e. **3/2023/0259 & 3/2023/0250 at Oxenhurst Cottage Back Lane Slaidburn BB7 3EE unanimous no objection**

    f. **3/2023/0588 in Former Estate Workshops on land adjacent to Hawthorne Cottage Slaidburn Road unanimous no objection**

    g. **3/2023/0533 land adjacent to Hawthorne Cottage unanimous no objection**

14. **The Chair updated about the River Hodder walk. The Chair and a parishioner had met with Sarah Dornan from LCC who advised that new stiles can be put in place and leave the old ones in situ to improve access to the walk. The Chair has spoken to RVBC and has been advised that she needs to speak to the landowners to gain permission to make the improvements.**

ACTION – Chair to contact the landowners about making the improvements. Clerk to provide email addresses.

15. **The Chair updated about the 20mph working group. The Chair had been asked to identify where the new signage might be situated. It was unanimously agreed at this meeting and the Chair will send the information to the working party.**

16. **HARP update and meeting with RVBC (Chair)**

    a. **The Chair will attend a meeting with Waddington PC to update on HARP (ACTION)**
    b. **The Chair and Cllr Slinger had met with Marshall Scot (CEO RVBC) and Nicola Hopkins (Director of Economic planning and development). The outcome of discussions are as follows:**
        1. **Communication is key during the HARP project.**
        2. **Once appointed, the Community Liaison Officer will attend our monthly (or as required) Parish Council Meetings, informing the PC of work due to happen in the coming months & answering questions from parishioners. Questions from parishioners will be submitted before the meeting. Therefore, giving the CLO time to prepare answers.**
        3. **RVBC to investigate noise testing at appropriate times and in the most suitable places (some maybe handheld devices)**
        4. **Chair will ensure RVBC is sent (directly) minutes of the PC meetings involving the Community Liaison Officer.**
        5. **A clear table of contacts required for issues that may arise prior to work commencing.**
        6. **RVBC stated that the area would be left better than it is now. RVBC to let chair know the details and communicate this to parishioners.**

Other discussion included that:

a. **There will be a fund that will be proportional to the impact on the individual parish councils;**
b. **There was a suggestion that there might be a reserve fund for issues that arise later in the project;**
c. **The issues about monitoring will be detailed to the parish council at a later date;**
d. **RVBC stated that Newton would be restated to better state and councillors asked what that meant;**
e. **UU are putting together an independent assurance committee with responsibility to go though all of the details;**
f. **The CLO will be only for the Ribble Valley with responsibility to liaise with the community;**

DB stated that there would be no spades in the ground for 2 to 3 years.

A parishioner, David Spencer, clarified the understanding about the status of the project – it is not yet formally 'Approved'. When it is formally Approved, a Judicial Review is the only way to challenge the decision and this would need to be launched within 6 weeks of the date it is formally Approved.

David Spencer has made two personal Freedom of Information (FOI) requests from RVBC which relate to the RVBC Officer report recommending Approval of the project in March 2023. DS believes these are important for the lawfulness of any Approval:

1. A copy of the detailed options appraisal referred to.

2. A copy of the consideration of options outside the AONB which is also referred to in the Officer recommendation to Approve.

DB recommended that a record of the actual road conditions is made before any work starts. David Spencer explained that the Planning Conditions requested by LCC, require a detailed survey of the road, walls and bridges, to be completed by the contractor, before the project commences.

17. PCSO update

The PCSO was not in attendance.

a. **Cllrs acknowledged receipt of the 'what do we do' email**
b. **Cllrs thanked the PCSO for crime update figures and for dealing with motor bike issues**

18. RVBC councillor update

RVBC councillor undertook to speak with the LCC councillor and AONB.

19. LCC councillor update

The LCC councillor was not in attendance. The Clerk stated that PRW-145488 - FP0329015 is unresolved.

ACTION – clerk to refer query PRW-145488-FP0329015 to LCC councillor

20. Policies and terms of reference:

a. **Councillors received LGA Councillors Guide to handling intimidation;**
b. **Councillors received ICO fact sheet on the use of private email addresses and devices; The Clerk strongly advised councillors to create a parish specific email address and to advise her so that it could go on the website.**

   ACTION – councillors to advise the Clerk of their email addresses to publish

c. **Councillors received the constitution of the Parish Council Liaison Committee;**
d. **Councillors agreed to the development of policies such as standing orders and terms of reference.**

   ACTION – Clerk to develop policies for February meeting

21. Correspondence

a. **Councillors acknowledged letter of thanks from the village hall for remains of funding from RVBC;**

b. **Councillors acknowledged letter of thanks from parishioner for action on traffic concerns;**

c. **Councillors made aware of complaint email from parishioner. The Chair expressed her concern about the email. The content of the email was incorrect, the language was awful and it was sent to her husband's email address.**

   The Chair stated that this type of email is completely unacceptable and councillors do not have to tolerate this type of intimidation;

d. **Councillors acknowledged copies of letter from Mel Shutes to RVBC;**

e. **Councillors acknowledged email regarding road closure concerns. Concerns raised with Cllr Elms about the lack of response from the LCC representative;**

   ACTION –Clerk to email RS because the Fell Road is a fundamental route for this village and to ask what action is being taken to address the issues raised by the parishioner.

f. **Councillors acknowledged receipt of RV safer trader scheme – poster on parish council notice board;**

g. **Councillors noted receipt of RV Target Operating Model Briefing;**

h. **Councillors noted receipt of ASB letter from D Hinds MP and D Davison MP;**

i. **Councillors noted receipt of Rural Funding digests – no action;**

j. **Councillors notes receipt of the Rural Bulletin – no action;**

k. **Councillors noted receipt of NALC bulletins – no action;**

l. **Councillors noted receipt of Chief Executive bulletins – no action;**

m. **Councillors noted receipt of LFRS bulletin – no action;**

n. **Councillors acknowledged invitation to the Parish and Town Council conference in Preston Saturday 4 November 2023 – none to attend**

o. **Councillors acknowledged receipt of invitation to RVBC code of conduct training – Chair to attend;**

p. **Councillors acknowledged receipt of Community Ownership Fund information – no action;**

q. **Councillors acknowledged receipt of RVBC news release about capital grants for rural areas. A discussion followed about registering interest for a project for installing EVC charging and electric for the village hall. It was pointed out that the close date is 24 October 2023. ACTION – Cllr Slinger to follow up;**

r. **Councillors acknowledged receipt of RVBC news supporting households with debt and cost of living advice – no action;**

s. **Councillors acknowledged receipt of RVBC draft economic plan – no action;**

t. **Councillors acknowledged LCC email about tree opportunity via DEFRA – some responded;**

u. **Councillors acknowledged receipt of LCC walking and cycling survey – some have completed the survey;**

v. **Councillors acknowledged receipt of email about changes to fire safety legislation – Clerk has passed information to the village hall;**

w. **Councillors acknowledged receipt of the email about the Kings award for VS – no action taken;**

x. **Councillors acknowledged receipt of PCLC presentation and information about the Rural Prosperity fund;**

y. **Councillors acknowledged receipt of national data collection survey – no action taken;**

z. **Councillors acknowledged receipt of Slow Ways national walking network information – no action taken.**

22. Remembrance Sunday

a. **A parishioner is organising a minister**
b. **The service will be 2pm Sunday 12 November 2023 at the cenotaph**
c. **Village tidy up day to be Saturday 28 October 2023 10.30-12noon. Meet at the cenotaph and bring a bucket and spade and a brush**

ACTION – Clerk to order two wreaths from P Kapp and to distribute a poster and to let parishioners know via email

ACTION – Clerk to email parishioners about the tidy up and to put poster in the parish notice board. Clerk to arrange for road sweeper.

23. Website update

The Clerk stated that she had been unable to contact the person who had offered to create a new website and that councillors should consider finding an alternative.

ACTION – councillors to come to the February meeting with suggestions.

24. Highways

a. **Councillor Slinger stated that he had reported 12 highways issues that has resulted in unsatisfactory repairs. He has logged the issues again and would like to meet with LCC to walk the job and to discuss the remedial action required.**

   ACTION – Clerk to contact Cllr Swarbrick to arrange a meeting with Cllr Slinger

b. **ACTION – Cllr Slinger to report missing quiet lane signage on the LCC app**

c. **Clerk reported that she was waiting for LCC to install the promised saltbins**

d. **Councillors acknowledged highways action on Easington Road on placing signage as requested**

e. **The Clerk reported feedback from LCC about parking violations at the Back Lane junction.**

f. **Councillors acknowledged TTRO Back Lane 29/9/23 – Clerk has circulated the information and put on parish noticeboard**

g. **Councillors acknowledged TTRO Chapel Lane 25-27/09/23 – Clerk has circulated the information and put on parish notice board**

25. Parishioners queries

a. **There was a discussion about the creation of a Welcome pack/booklet for new parishioners. It was agreed that the new website would be the best place to hold this type of information.**

b. **Councillors acknowledged the email from a parishioner. The issue of dog poo was discussed and councillors felt that they have done everything they can to address the issue but will place new posters in the village to remind people of the responsibilities of dog owners. The email also thanked for the work on the Quaker Burial Ground and asked for the brush left on the road side to be cleared.**

   ACTION – Cllr Conway to contact RVBC to get dog warden involved. Cllr Conway to respond to parishioner email.

   ACTION – MS to remind Cllr Thornber about clearing the brush

c. **Councillors acknowledged the email raising concerns about lack of signage to make drivers aware of horses on the road towards Dunsop Bridge. LCC had already declined to put any signage up and councillors didn't feel they could influence this but suggested there would be no objectons should the parishioner wish to put her own signage up.**

   ACTION – Clerk to reply to email about horse riding

26. AOB

a. **The Chair announced the resignation of the Clerk and thanked her for her contributions. The Clerk agreed to administer the parish council up to the February 2024 meeting.**

   ACTION – Chair to speak to Ribble Valley about filling the post.

   Meeting closed at 10.03pm

27. Date of next meeting

a. **8 February 2024 at 7pm**