

**Bowland Forest (Lower Division) Parish Council**  
**Minutes of the annual meeting held on 19<sup>th</sup> May 2025 at 6.30pm**  
**in the Inn at Whitewell**

**PRESENT** Cllrs J Alpe (Chairman), S Miller, T Robinson, G Robinson and C Bowman  
Mrs S Pinder (Clerk)

**MINUTES**

Minutes of the previous meeting were circulated, read and approved

**MATTERS ARISING**

**CORONATION GARDEN**

The UK shared prosperity fund grant is available from RVBC. Clerk to contact Lydia Richards to see if she is willing to apply on behalf of the parish council

At the moment councillors are paying for items required

**PLANNING**

**Radholme Land**

Proposed addition of solar panels to agricultural barn. No Objections

**Burholme Farm**

Proposed replacement of existing septic tank with new sewage treatment plant. No objections

**Browsholme Hall**

Planning permission for regularisation of unauthorised biomass (energy cabin) facility.

Listed Building Consent for regularisation of unauthorised biomass (energy cabin) facility.

**INSURANCE**

Allied Westminster Insurance renewal is due. The insurers have asked for it to be pointed out that no cover is held for subsidence, councillors felt this was not necessary  
Councillors agreed to opt for a 5 year policy at a cost of £555.72 per year. Clerk to send payment

**ACCOUNTS**

BANK ACCOUNT £2647.59

**EXPENDITURE**

Duchy of Lancaster – ground rent £12.00 - Paid  
Whitewell Social Hall -£140.00 - Paid  
Allied Westminster Insurance £555.72 - paid

**INCOME**

Precept £1650.00

**ANNUAL AUDIT**

- a) The annual governance statement was approved
- b) The Accounting statements were approved
- c) The Bank Reconciliation was approved
- d) The Certificate of exemption was agreed

Mrs Eileen Joy has agreed to undertake the Internal Annual Audit  
All documents were signed and dated, clerk to publicise on the website and send certificate of exemption to external auditors

**ANY OTHER BUSINESS**

**Clerk's position**

Mrs Pinder has said that she would like to stand down from the position but is happy to stay until a replacement has been found

Meeting closed 7.40pm