

**Salterforth Parish Council Meeting
Agenda
To be held on 25th September at 7:00pm at Salterforth Village Hall**

1. Chairman Pollard welcomes all to the meeting

2. Councillors present. Apologies for Absence and Reasons:

To note apologies

3. Co-option of councillor

Following resignation of Angie McConville

4. Declaration of Disclosable Pecuniary and Other Interests

4.1 To record any Councillors disclosable pecuniary interests (DPI) in relation to items on this agenda. Councillors are to declare any disclosable pecuniary interests that they may have in items appearing on this agenda (section 30 (3) Localism Act 2011, appendices A and B). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Note: A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. The Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion/voting takes place.

4.2 To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. (Applications for this must be made in writing to the Clerk prior to the meeting).

5. Public Participation

To convene a public participation session to allow members of the public to make representation on to the parish council on matters relevant to items on the agenda and to the parish of Salterforth.

Note: • 10 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting.

Any member of the public shall not speak for more than five minutes. A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Any questions/comments for Council for items on the agenda to be sent via post/email to the clerk_24 hours before the meeting

Andy Fitton as Representative for Salterforth Toilet Group

6. Reports from Invited Guests

To receive reports from any invited guests.

7. Minutes

7.1 To approve the draft minutes of the Annual Parish Council meeting held on the 31st July 2024 (previously circulated).

8. Review of the Financial Regulations

To review the Financial Regulations from previous meeting (report previously circulated).

9. Planning Matters

To consider and comment on planning applications within the Salterforth Parish. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting.

Application: 24/0595/HHO

Proposal:FULL: erection for 1st floor extension, formation of a Juliet balcony to the front, erection of a single story side extension to create an enclosed garage and creation of a new doorway entrance to the front elevation

At: 9 Sykes Close, Salterforth BB18 5SZ

For: Mr & Mrs Aspden

Application: 24/0617/TPO

Proposal: Works to trees to TPO No 12000

At: 1 Hayfield View Earby Road, Salterforth BB18 6SR

For: Mr Ian Cole

10. Annual Governance and Accountability Return (AGAR) Update

11. Accounts – Period Ending

11.1 To note the internal budget accounts - report previously circulated

11.2 Community Garden accounts - report previously circulated

11.3 To Examine and Approve the Bank statements:

Current bank balance as at 20th August 2024 £22469.31

11.4. bank reconciliation for approval and signature

12. Financial Matters

To receive and approve the schedule of payments and receipts as tabled or presented at the meeting that require signing in accordance with the Financial Regulations.

Approval for payments -

Clerks hours - Approve additional hours (7 hours for August, 9.5 hours Sept) worked for overtime payment. Total 16.5 hours plus 3 sessions for watering troughs/hanging baskets for watering as detailed below)

Items for Payment in accordance with the Financial Regulations

Payee	Description	Total	Budget
Hugo Fox	Hosting web site August September	23.98	Website
HMRC	August and September 2024		HMRC
Clerk	Salary August and September 2024		Clerk
Lengthsman	Salary August and September 2024		Lengthsman
WS Accountancy	Payroll April, May, June	72.00	Accountants
Pendle Borough Council	Grasscutting invoice 5144601	644.96	Grass cutting
Pendle Borough Council	Grasscutting Invoice 5144695	644.96	Grass cutting
Screwfix	Gloves, secateurs	73.93	Community garden

Payee	Description	Total	Budget
First Tunnels	Polytunnel	6412.20	Community garden
Moores Profiles	Roof sheets	291.20	Community garden
Farnell Landscapes	Timber shelter	1902.00	Community garden
Lanlee	Wood for timber shelter	169.94	Community garden
Reimburse CS	Stamps, paper, postage, supplies	91.36	Sundries/papers, stamp ink
H Fuggle	Guttering	27.92	Community garden
Eurocell	Guttering	51.92	Community garden
Argos	Kelter Shed	221.95	Community garden
Lois Bury	Internal accountant	100.00	Accountants
Pendle Borough Council	Annual playground inspection	84.00	Playground
C.Singleton	Watering 2 visits August, Sept 1.5 hours per visit	3 hours	Watering
Thomas Wilkinson	Polytunnel design and guide	300.00	Community garden
Thomas Wilkinson	Consultations garden	60.00	Community garden
Mike Fisher	Bat night and walk	40.00	Events
Brew Barge	Bat night refreshments (awaiting invoice)	325.00	Events

13 Parish Clerk correspondence report

13.1 Salterforth Playground report - report previously distributed to all councillors

To note the findings from the inspection

13.2 Community Garden polytunnel report - report previously distributed to all councillors

13.3. AGAR

To update with latest correspondence from PKF Littlejohn

To note - Cancelled - Traffic Management Community Event

To note - Cancelled - Adrian Lord - Funtime Amusements - event on Wed 28th and Thursday 29th August.

14. Events

14.1. Update on the bat night event -

14.2. Forthcoming events

14.3. Remembrance Sunday -

14.4. Children's Christmas Party -

14.5. Community Event - Xmas Sing along - 17th December

14.6 Proposed wreath making event - no date set/arrangements made

15. Lengthsman

Update to the councillors on the lengthsman's duties

16. Community Garden Update

To receive update from the Community Garden

17. Update from other meetings

18. Date of the next meeting

The next meeting to be held will be on 27th November at 7:00 in the Village Hall, Salterforth