

# Minutes of Salterforth Parish Council Meeting

2nd October at 7:00pm at Salterforth Village Hall

(re-scheduled from 25th September 2024)

## 1. Chairman Pollard welcomes all to the meeting

## 2. Councillors present. Apologies for Absence and Reasons:

**Councillors present** - Chairman Pollard, Vice Chairman Latham, Councillors Singleton, Fuggle  
**Apologies:** Cllrs Wilson, Griffin

## 3. Co-option of councillor

Following resignation of Angie McConville. Expression of interest from Roger King

**Resolved:** Roger is invited to attend next meeting and complete the necessary paperwork

## 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).

*Cllr Singleton regarding Clerk and Chairman Pollard re Lois*

## 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 attended as Representative for Salterforth Toilet Group

### Toilets

- Not a lot of vandalism in relation to the toilets this year
- Concerned re age of toilets
- Looking for a grant to renovate the toilets

- At present toilets are now locked for the winter and drained down, water reading taken by Andy
- Resolved:** Cllrs to discuss at the next meeting in November

### **Footpath**

- Concerned re footpath at the rear of the war memorial
- belongs to LCC

**Resolved:** advised Andy to report to LCC

### **War memorial**

Remembrance Day service - Cllr Latham to speak to Andy and discuss. Refreshments and display at the Village Hall.

## **6. Reports from Invited Guests**

To receive reports from any invited guests.

*None*

## **7. Minutes**

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

**Resolved:** approved as a true record

## **8. Review of the Financial Regulations**

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

**Resolved: adopted and to be published**

## **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

**Resolved:** no objection

**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

Note - Roland Jones environmental Officer has advised clerk he is available to speak to Cllrs

**Resolved:** Cllr Latham to speak to Roland Jones and arrange site meeting

## **10. Annual Governance and Accountability Return (AGAR) Update**

Awaiting completed report from PKF Littlejohn. Interim notice published

## **11. Accounts – Period Ending**

11.1 To note the internal budget accounts - report previously circulated - account noted by councillors

11.2 Community Garden accounts - report previously circulated- account noted by councillors

11.3 To Examine and Approve the Bank statements:

Current bank balance as at 13th September 22788.34

**Resolved:** agreed as a true record

11.4. bank reconciliation for approval and signature

**Resolved** - given to Cllr Fuggle for approval

## 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 2 sessions for watering troughs/hanging baskets for watering as detailed below)

**Resolved:** approved for payment

### 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	Maintenance
First Tunnels	Polytunnel	6412.20	Community garden
Moore's 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

Payee	Description	Total	Budget
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
Cragg & Co	Accountant for payroll	72.00	Accountants

**Resolved:** approved for payment

### 13 Parish Clerk correspondence report

13.1 **Salterforth Playground report** - report previously distributed to all councillors  
*Findings noted. Lengthsman has received a copy and is working on the findings.*

13.2 **Community Garden polytunnel** report - report previously distributed to all councillors  
 Quote from Farnells to complete work as per specification - ££7480.00

**Resolved:** Approved for Farnells to undertake work and to add stone under the new shed

### 13.3. AGAR

To update with latest correspondence from PKF Littlejohn  
*Deferred to next meeting when the report is back*

### 14. Events

14.1. Update on the bat night event

- Event well supported.
- 4 species of bats identified
- Refreshments provided by Brew Barge
- **Resolved:** to arrange for next year

*To note - Cancelled - Traffic Management Community Event, Cllr Singleton unable attend the re-arranged date*

*Event Cancelled - Adrian Lord - Funtime Amusements - event on Wed 28th and Thursday 29th August cancelled by Adrian Lord due to lack of staff*

### 14.2. Forthcoming events

14.3. Remembrance Sunday 10th November - *Cllr Fuggle to obtain contact details to enable clerk to ask Jake to play the bugle. Wreath ordered. Poppies to go up 1st November*

14.4. Children's Christmas Party 7th December - *xmas committee to take forward*

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

14.6 Wreath making event - *Jodie happy to do it free we get the products needed. 20th November suitable date. Chairman Pollard to liaise with Jodie*

### 15. Lengthsman

Update to the councillors on the lengthsman's duties

- *Eugene at present unable to undertake his full range of his duties due to ill health however inspections on playground are still taking place plus he is working through the inspection report for the playground and making any necessary repairs*

**16. Community Garden Update**

Tom Wilkinson available to undertake sessions at the Community Garden

**Resolved:** Cllr Singleton to speak to Tom and arrange gardening sessions at the community garden

**17. Update from other meetings**

*WCAC meeting on Tuesday 8th October at Salterforth Village Hall*

**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

Signed..... Dated .....  
Chairman Christine Pollard