

Annual Parish Council Meeting 29th May 2024

Minutes

Chairman Pollard welcomes all to the meeting.

Chairmans Report

Looking back at the last 12 months I would like to thank my fellow councillors for their support and their continued free time they give to our community in Salterforth.

Unfortunately for us, Kath Varley resigned as councillor for Salterforth however we are grateful for the hard work and support she continues to offer to the Parish.

I would like to thank the many residents who offer their services and time to support our village -

Peter Fuggle for the wonderful work to encourage the wildlife in the village. The Parish Council received a grant and the money was used to provide kits that Peter made for residents to build their own bat and bird boxes. The event was a great success and we thank the residents who attended for discussing their ideas with us. Peter also helped Helen with the treasure hunt at the Coronation Event.

David and Margaret Carradice for their efforts in providing an environmentally friendly garden and wildlife area across from the Anchor Pub.

To the residents who regularly litter pick to keep our village free from unnecessary litter. These include, but are not limited to Peter Green and Maureen and the children at Salterforth Primary School.

Thanks to Russell Hutchinson from Pendle Borough Council who has come today to discuss what the council is doing to ensure that the bins are emptied regularly. I am sure that by working together we can keep Salterforth relatively litter free.

Thanks to Howard Bradley, Matt and Siobhan Young, Roger King, Nick Livesey, Roger Heap and Eugene O'Callaghan for their continued support, also Jake Burns who played the trumpet at our remembrance service.

Also thanks to the many residents provide their time and support with our events, children's Christmas party, coronation event, Remembrance Sunday, wreath making workshop, ukulele Christmas sing along.

Finally my thanks to my fellow councillors Amy, Joyce, Kevin, Helen, Sarah, Ang and the parish clerk Carole who have finally seen the parish council community garden begin to take shape.

It has taken over 4 years of dedication to see our vision come to life and we can't wait to share it with the residents shortly.

Margaret and David Carradice - would like to apply for a grant of £500

- No bank account as they don't have any money to open an account.
- Plants currently coming from their own garden.
- Wanting a streamer to cut plants down.
- Trying to create an area that is accessible.

Chairman Pollard explained - the Salterforth Parish Council grant policy does not allow money to be given to personal accounts, there is a procedure to be followed with public money available for grants and the Parish Council cannot deviate from that policy. Parish Council are unable to give a grant as the group are set up at present. However, the Community Garden will be getting equipment which could be made available to borrow. There will also be an opportunity to grow plants in the poly-tunnel at the community gardens.

1. Election of Parish Council Chair

To elect a parish council chairman for the 2024/25 municipal year and to receive the Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk (Proper Officer).

Councillor Latham nominated Christine Pollard - declaration of acceptance of office signed
Seconded Cllr Fuggle

2. Election of Parish Council Vice-Chairman

To elect a parish council vice-chairman for the 2024/5 municipal year to receive the Vice-Chair's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk (Proper Officer).

Chairman Pollard nominated Cllr Latham, Seconded Cllr Singleton - - declaration of acceptance of office signed

3. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.
Apologies received from Cllr McConville

The clerk reminded the council of The Local Government Act 1972 which states that when a Council Member fails to attend any meeting for six consecutive months from the date of his last attendance, he/she ceases to be a member of the authority, unless the Council accepts a reason for the failure to attend before the six months period expires.

The Council can only consider a reason before the end of the 6 month period

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).

Chairman Pollard declared an interest in below

Reference: 24/0315/TPO

Address: Mr David Choyce Lane Head House, High Lane, Salterforth, Lancashire. BB18 5SL

Proposal: Works to trees subject to T.P.O. NO. 2 2012

Councillor Singleton declared an interest in below

Clerks hours - monthly work exceeding the 5 hours per week as contracted. Approve additional hours (6 hours for March, 8 hours April, 6 hours May 2024) worked for overtime payment.

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

Public present -

Russell Hutchinson from Pendle Borough Council

David and Margaret Carradice regarding grant application

6. Reports from Invited Guests

To receive reports from any invited guests.

Russell Hutchinson spoke on behalf of Pendle Borough Council regarding the waste bin collections

- Change of personnel within the department and hoping that problems have settled down.
- Decision to invest some money into incas system so all of waste and cleaning vehicles recycling/refuse/street drivers will have a tablet with them that contain all of their work
- All issues have to be recorded and all bins etc are recorded so there is more account for the work completed.
- Exercise undertaken earlier in the year with new supervisor looking at bins within the borough and looking at what is being done on a regular basis.
- Due to go live within the end of the year when they have captured all the work that needs to be completed.
- When someone logs into the vehicle the work that needs to be completed will be showing.
- The numbers on the bins are still being used at present.
- Waste bins need to have numbers on them. Numbers that wear away will be replaced.
- Instant data should be available when system goes live.
- Plastic stick bins are used, ornate bins will need to be purchased if required.
- Bins should be emptied twice weekly. Frequency should not change
- Spreadsheet identifying what is in the area will be sent when the system is complete.
- Any problems need to be through on-line portal or ring in and then it is logged.
- Report problems through the Pendle Council portal which is in the process of being updated and re-vamped.

The Chairman thanked Russell from attending and offering the information as above

7. Minutes

7.1 To approve the draft minutes of the Parish Council meeting held on the 26th March 2024 (previously circulated).

Resolved: approved as a true record

8. Review of Representation

To consider the appointment of members to act as representatives on external bodies for the ensuing year. Members appointed onto outside bodies are required to provide reports to the council and must not make any decisions on behalf of the council.

- West Craven Area Committee

Resolved: Chairman Pollard nominated. Clerk to advise Joanne Eccles Pendle Borough Council

9. Review of Standing Orders and Council Policies & Procedures

To review and adopt the council governance documents (report previously circulated).

- Asset Register Policy
- Complaints Policy
- Data Protection Policy
- e.mail address Policy
- Equal Opportunities Policy
- Internal Audit Policy
- Publication Scheme
- Persistent and Vexatious Complaints
- Public Participation Policy
- Retention Policy
- Social Media Policy
- Standing Orders
- Unacceptable behaviour and Disorderly Conduct Policy
- Asset Register

Resolved: Policies adopted with the exception of the email policy which is subject to amendment and will be brought back to the next meeting for adoption.

10. Annual Meeting Schedule 2024/5

To agree the annual meeting schedule for the remainder of the civic year including the next annual meeting of the parish council.

July 31st

Sept 25th

Nov 27th

Jan 29th

March 26th 2025

May 28th 2025 AGM

Resolved: approved. The annual parish meeting is to take place in March 2025 following the format of 2024, it will be an informal meeting with refreshments, bird/bat box making was a hit to look at similar for 2025.

11. Review of Banking Signatories and Banking Provider

To review the appointment of signatories

Chairman Pollard, Cllr Latham and Wilson are signatories.

Resolved: approved

12. Review of the Financial Regulations

To review the Financial Regulations (report previously circulated).

Resolved: to review and bring back to the next meeting

13. Annual Council Insurance Renewal

To review and approve the annual council insurance at a cost of £251.42 Due for renewal 1 6 24. A comprehensive procurement exercise will be undertaken this current year 2024/2025. To include the newly acquired community garden.

Community garden is covered under our public liability. To consider insurance cover on the poly-tunnel. To bring back to the next meeting

Resolved: approved for payment.

14. 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.

Reference: 24/0315/TPO

Address: Mr David Choyce Lane Head House, High Lane, Salterforth, Lancashire. BB18 5SL

Proposal: Works to trees subject to T.P.O. NO. 2 2012

Resolved: no objection

Reference: 24/0281/HHO

Address: Mr Sam Pendred, 8 Chapel Hill, Salterforth, Lancashire. BB18 5TU

Proposal: Full: Demolition of existing conservatory and the erection of a single storey rear extension.

Cllr Wilson advised that the application had been rejected.

16. Annual Accounts – Period Ending 31st March 2024

To note the internal accounts for the 2023/24 financial year

Resolved: approved by council

17. Annual Governance and Accountability Return (AGAR)

17.1 AGAR section 1

Resolved: assertions completed

17.2 Exercise of public rights to commence on 3rd June 2024 to 13th July 2024

Resolved: to follow AGAR guidelines with regards to publication

18. Financial Matters

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

To Examine and Approve the Bank statements:

Current bank balance as at 17th May 2024 - £42534.05

Resolved: Approved as a true record

Approval for regular payments -

HugoFox - as per invoice 4.1.2024 schedule of payments

HMRC payments as directed by Cragg & Co

Employee monthly salaries as calculated by Cragg & Co

Cragg & Co. for monthly payroll charges

Pendle Borough Council for grass cutting as per quotation

- *Cut the playground, recreation ground & verges fortnightly = £181.68 + vat per cut*
- *fortnightly mowing inc. Harry St., verges in front of school, Gateland & the bridal path = £68.13 + vat*
- *monthly mowing inc. Mucky Lane, Cross Flatts, Park Avenue & Moor Lane = £105.98 + vat*

Resolved: agreed for payment when due

Clerks hours - monthly work exceeding the 5 hours per week as contracted. Approve additional hours (6 hours for March, 8 hours April, 6 hours May 2024) worked for overtime payment.

Resolved: approved for payment

Items for Payment in accordance with the Financial Regulations

Payment method	Payee	Description	Total	Budget
D/D	Hugo Fox	Hosting web site April and May	23.98	Website
Transfer	C.Singleton	Paper	4.50	Consumables
Transfer	HMRC	April 2024	138.20	HMRC
Transfer	HMRC	May 2024		HMRC
Transfer	Clerk	Salary April/May 2024		Clerk
Transfer	Lengthsman	Salary April/May 2024		Lengthsman
Transfer	Cragg & Co	Invoice 4780 . Processing payroll Jan/Feb/March 2024	72.00	Accountancy
Transfer	Zurich Insurance	Insurance	256.46	Insurance
Transfer	ICO	Registration fee (cost of £35 if paid by direct debit)	40.00	Memberships
Transfer	Farnell Landscapes	Community Garden - money from Grant. First payment	7335.00	Community Garden
Transfer	Farnell Landscapes	Community Garden - money from grant. Second payment	7335.00	Community Garden
Transfer	Sarah Griffin	Reimbursement for laminator bought with grant money from WCAC	29.98	Grant WCAC
Transfer	Lanlee Supplies	Materials for gate/fence. Money from grant.	599.88	Community Garden

Resolved: approved for payment. To arrange ICO payment be made by direct debit at a cost of £35

19. Parish Clerk correspondence report

- **Training** - LANTA approved provider training course - Traffic Management for Community Events - £155 plus vat

Resolved: Cllr Singleton to attend

- **LCC Local Delivery/Bio Diversity Scheme 2024/25**

Resolved: apply for the grant

20. Events

Environmental Event - Bat Night - Tuesday 3rd September

Community Event - Xmas Sing along - 17th December

School Event - fun colour run on playing fields, likely to be held alongside Sports day date to be advised

21. Lengthsman

Update to the councillors on the lengthsman's duties

- Eugene been on holiday.
- Troughs have been put up, awaiting for the hanging baskets to be put up on Friday 31st May
- Goal posts on the playing field have been put up along with new sockets fit
- Footpaths on Klondike to be strimmed
- Ask Eugene to cut the banking along by the beck.

22. Community Garden Update

To receive update from the Community Garden

Budget

- Update on spending against budget to follow at next meeting in July 24

Farnell Contractors

- Awaiting poly-tunnel (end of July) and community shed/hub. Cllr Fuggle to let the supplier know the poly tunnel area is ready for erection of poly-tunnel as soon as they are able, hopefully before end of July
- All 41 Raised beds are in situ, extra 2 raised beds commissioned to place in the poly-tunnel as 'hot' beds
- Vehicles will be leaving by weekend and the boards taken up
- Grass seed will be put down on the playing field where the boards were
- Raised beds have all been soiled up, with the exception of the 2 for the poly-tunnel (not yet in situ)
- Farnells will be coming back to re-wacker plate at a later date once the ground settles

Grants

The following grants have been applied for recently -

£1500 from Marsden Building Society for tools

£2500 from Spar Community Grant for benches

1260 from LCC Orchard Grant for 25 trees

Shed

Security is paramount

Quote of £3600 from a Family business - good reviews - Cllr Fuggle to investigate

Resolved: Meeting convened for Wednesday 5th June to discuss the finer points for the Community Garden

23. Update from other meetings

None to report

24. Date of the next meeting

The next meeting to be held will be the 31st July 2024 at 7:00 in the Village Hall Salterforth