

# Salterforth Parish Council Meeting Minutes

## 27th November at 7:00pm at Salterforth Village Hall

### 1. Chairman Pollard welcomes all to the meeting

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

**Present:** Chairman Pollard, Cllrs Singleton, Fuggle, Wilson

**Apologies:** Cllr Latham

### 3. Co-option of councillor

Roger King be co-opted as councillor following completion of Acceptance of Office

Apologies received from Roger King to be deferred to next meeting

### 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.

#### *Cllr. Singleton declared an interest in 12:1*

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

### 6. Reports from Invited Guests

To receive reports from any invited guests.

None present

### 7. Minutes

7.1 To approve the draft minutes of the Annual Parish Council meeting held on the October 2024. This was re-scheduled from September due to illness. Minutes 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:** Financial regulations accepted

## **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.

The Clerk would like to bring to the attention of the Councillors that an extension has been granted to allow for discussion the following applications at the Parish Council Meeting.

**Application:** 24/0674/LHE

**Proposal:** Permitted Development Notification (Proposed larger home extension): Erection of single storey rear extension (4.04 length, 3.60m height and 2.5 eaves height)

**At:** 4 Elm Close Salterforth BB18 5UB

**For:** Mr Neil Stephenson

**Resolved:** no objections

**Application:** 24/0761/FUL

**Proposal:**FULL: change of use of land from agricultural to a dog training enclosure with fencing

**At:** Land to the North East side of Kelbrook Road Salterforth

**For:** Mr & Mrs Martin & Kath Wellock

**Resolved:** concerns regarding the access to the road. Have LCC objected? No indication of the number of dogs being trained at one time. Will there be buildings on the land? Will it be lit? How many cars will be coming and going? Has LCC been to come out and had a look at the enlarged. Is it for personal use, Is it a dog training club? Hours of operation? Dark area for traffic arriving and leaving from the area. Earby and Drainage Board to comment on the sewage pipes on the land and posts have already been put down and a large car parking area created. Speed of the road. Would need engineered egress and access onto the road.

**Application:** 24/0765/AGD

**Proposal:** Prior approval: Conversion of barn to 1 number dwelling (Use class C3) and associated shed to garage (class Qb)

**At:** 1 Barn to the South East of Knowlden House Manchester Road, Barnoldswick

**For:** Mrs Marlene Harrison

**Resolved:** Not suitable. Ecology review prior to permission. Access concerns. Road goes from 30mph to 50mph.

Update regarding the TPO's - Cllr Singleton is to liaise and be in contact with Tree Officer for Pendle Council - [roland.jones@pendle.gov.uk](mailto:roland.jones@pendle.gov.uk)

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

No update to date, clerk to chase

## **11. Accounts – Period Ending**

11.1 To note the internal budget accounts - report previously circulated

11.2 To Examine and Approve the Bank statements:

Current bank balance as at 20th November 2024 - £24560.81

11.4. bank reconciliation for approval and signature

**Resolved:** Cllr Fuggle to take the paperwork 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.

**Resolved: Approved for payment**

**12.1** clerk local government pay rates agreement for 2024/5 reached, to be backdated to April 2024 SCP 17

**Resolved:** agreed for clerk to be paid according to the new pay scales for 2024/5 backdated to 1/4/24 as per recommendations from NALC

**12.2** Event budget for December for pre-approval - to include Santa, Igloo, refreshments, presents from Santa, children's entertainer package, donation for ukulele Christmas carols, Christmas tree

**Resolved:** approved

### Items for Payment in accordance with the Financial Regulations

Payee	Description	Total	Budget
Hugo Fox	Hosting web site October/November	23.98	Website
HMRC	October and November 2024		HMRC
Clerk	Salary October and November 2024		Clerk
Lengthsman	Salary October and November 2024		Lengthsman
WS Accountancy	Payroll	72.00	Accountants
Farnell Landscapes	Footrail to community garden hub shelter	380.00	Community garden
Screwfix	Padlock for community garden	33.99	Community garden
Salterforth Garden Centre	Winter troughs	500.00	Plants
Screwfix	Glue	13.99	Community garden
Lanlee	Wood for hub footrest	190.84	Community garden
She Hire	Strimmer	778.99	Community garden
Cragg & Co	Accountant for payroll	72.00	Accountants
Earby Ukulele Group	Donation for Christmas Event	50.00	Events
Claire Di Caprio	Igloo deposit for event	50.00	Events
Pendle Borough Council	Grass cutting	644.96	Grass cutting
Pendle Borough Council	Grass cutting	218.02	Grass cutting
Miss C Thompson	Cakes for Remembrance Event	112.00	Events
Boyes	Event display	14.00	Events
Booths	Event catering	12.15	Events

Payee	Description	Total	Budget
B&M	Event catering	17.89	Events
Salterforth Village Hall	Room hire from May to end of December - pre approval	360.00	Rent

**Resolved: approved for payment**

### 13 Parish Clerk correspondence report

#### 13.1 Salterforth Memorial

The inspection summary recommended a further inspection 2 years from original. Now due

**Resolved:** arrange for an inspection.

#### 13.2 Website Update

**Jane - simplified the website. Requires answers to the following questions -**

- Hugo Fox now have free parish council email addresses, do we want it. **Declined**, all queries and correspondence go through the clerk
- Previous site has planning tracker and it was free. Anyone could get an up to date on planning applications on website. Now £19.99 + vat silver package. **Accepted**
- Website is progressing well and looks amazing.
- **Resolved:** to send a message to Jane thanking her for her work

13.3 **RPII Operational ROSPA Training** - Costings are approximately - £195 for the exam if course done previously. Letter previously circulated.

**Resolved** Cllr Singleton to speak to Eugene. ROSPA recommend 3 yearly training.

13.3. **AGAR** To update with latest correspondence from PKF Littlejohn - **See Item 10**

13.4. **Pendle Primary School Free swimming initiative** Cost for 2025/26 - £455 +VAT

**Resolved:** Declined

### 14. Events

#### 14.1 Update on the **wreath making event**

Went well. Well responded, excellent feedback

#### 14.2 Update from the **Remembrance Service** and Event

Went well. Unable to hear Andy and Wendy speaking, to obtain a microphone for next year. Display at the village hallway a success. To look at purchasing display boards. Refreshments went down well. Add to next meeting agenda.

### 15. Forthcoming events

15.1 Children's Christmas Party - increase uptake. Put notice on railings and notice board. Village hall needs to be decorated. To be organised nearer the event.

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

Projector works. Mince Pies, mulled wine, biscuits

### 16. Lengthsman

Update to the councillors on the lengthsman's duties -

- Eugene getting back to health. Inspected playground today. Goalposts to be taken down shortly. Cllr Pollard to ask Norman to get them back out of the shed. Caliper broken on the litter box currently on the floor on the playing field. Drains have been cleared

### **17. Community Garden Update**

To receive update from the Community Garden -

- Pictures have been sent through. Staging is completed. Raised beds to be in situ and pathway to be created at the end of December. Tom Wilkinson will come at the end of January and talk about what is to be done the following month. Tom will come on a monthly basis to hold a gardening club. Horse straw (new stuff) is needed. Cllr Pollard to use her contacts and see if we can get some manure before the end of January. New gate erected from the playing field. School to look after the community beds and they are to be offered out to new prospective residents.
- Form to be completed prior to release of the final £4000.

### **18. Update from other meetings**

Area Committee Meeting attended by Cllr Pollard.

### **19. Date of the next meeting**

The next meeting to be held will be on 29th January at 7:00 in the Village Hall, Salterforth

Chairman Christine Pollard

Dated. 22nd November 2024