

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
email: salterforthparishcouncil@gmail.com
website: <https://www.salterforthpc1.org>



DRAFT MINUTES

Salterforth Parish Council Meeting
24th September 2025
7.00pm Salterforth Village Hall

25.24.09.1 Welcome

The Chair of the Parish Council, Cllr Pollard to welcomed all to the meeting at 7pm.

25.24.09.2 Attendance, Apologies and Non-attendance

2.1 Recorded attendees were Cllr Pollard, Cllr Latham, Cllr Fuggle, Cllr Grant

3.2 Apologies received and accepted from Cllr King

25.24.09.3 Declarations of Interest

None.

25.24.09.4 Public Participation

A representative from the Trustees of the Inghamite Chapel informed Council that a funding opportunity is available up to the amount of £3k to provide/replace an asset within the village suggesting that the money could be used for the Flagpole. Explaining that this was an agenda item and that due to Council having no appetite for one and the cost potentially exceeding £6k there more important assets to spend money on like the Toilet block, replacement benches etc.

Resolved: Both parties to produce a tangible proposal for further discussion at the next meeting.

25.24.09.5 Minutes

Resolved to accept and approve as an accurate representation, the draft minutes of the meeting held on 23rd July 2025.

25.24.09.6 Updates on items from Previous Meetings

6.1 Bench for Bus Stop.

Clerk & RFO presented assorted options to Council from Broxap Ltd for consideration.

Resolved: Approve spend of approx. £741.00 for purchase of 1 x recycled Plastic Bench 'Irvine'. Cllrs to clarify this bench is fit for purchase. On confirmation Clerk will request formal quotation and place an order.

6.2 Salterforth School Grant Application nothing received to date.

6.3 Lengthsman activity.

Resolved to defer cleaning around War Memorial until next meeting. Report the ginnel and overgrown footpath to Love Clean Streets.

6.4 Flagpole.

Clerk reported that after some discussion with Cllr Hartley (WCAC) it was unlikely to progress due to cost. **Resolved:** Council have no wish to take this matter any further.

6.5 Harry Street.

Two potential issues remain: Still parking on grass verge despite having off road access. Citing of gates blocking what is potentially a Public Right of Way.

Resolved: Cllrs to look at the plans to ascertain if there are indeed a Public Right of Way and report back. Parking on grass verge to be raised as a complaint again with PBC once the existence of the Public Right of Way is known.

6.6 War Memorial Inspection.

Clerk confirmed that the last Inspection was carried out in December 2024 with a recommendation to re-inspect in December 2025 due to the concern about the 'lean'.

Resolved: Clerk to organise Inspection in December 2025 with PBC.

The Chair briefly touched on the Annual Playground Inspection report for 2025.

Noted: Cllrs to review and pass to Lengthsman for comment regarding issues requiring attention.

25.24.09.7 Reports from Meetings with other Organisations

7.1 Cllr Pollard attended the meeting. Nothing to report other than Cllr Whipp confirming that a meeting is to be organised between PBC and Salterforth PC with regards to the Village Car Park.

25.24.09.8 Correspondence

8.1 **Noted:** After the last meeting had closed Cllr Joyce Wilson made it known that after 17 years she wished to resign. Council asked her to reconsider but thanked her for all the years of support and knowledge she had shared. **Noted:** Chair received a card from Cllr Wilson containing her resignation, sending her Best Wishes to all. **Noted:** 2 x vacancies exist.

25.24.09.9 Toilets

9.1 Clerk confirmed that bills for the Toilets will continue to be paid from the Toilet Group bank account until the money has gone. At this point any remaining money and all the relevant paperwork will be transferred to the Parish Council. Spare Radar Key for Disabled Toilet door now available to allow access should a user accidentally leave a key inside.

Resolved: Toilets to remain open during the Winter months however weather is a key consideration. Further discussion required after Remembrance Day. Budget and potential refurbishment to be discussed at the next meeting during the first of the budget considerations for 26_27.

25.24.09.10 Community Garden (CG)

10.1 Cllr Fugle attended the last meeting held by the Community Garden group who have taken over the Salterforth in Bloom bank account believed to contain around £1,200. Cllr Latham, who was a signatory, has been removed from the account without prior knowledge.

Noted: The Clerk & RFO pointed out that the CG is owned by the PC with all the responsibility that comes with it including Insurance. The CG group is required to have a Constitution, Bank Account, have a form of hierarchical structure such as Chair, Treasurer, produce accounts, hold regular meetings. It is advisable that the Parish Council has a representative on the CG group so that regular two-way communication is possible.

Resolved: Clerk to investigate actual requirements.

25.24.09.11 Village Car Park

To Note: Council waiting for invitation to meet with PBC to discuss the issues.

Resolved: Council feel that an asset transfer of the Car Park from PBC to Salterforth lies outside its financial scope and have no desire to take it on.

25.24.09.12 Parking and the Anchor

Resolved to take no action.

25.24.09.13 Wildflowers and PBC 26_27

An option for next year instead of railing planters but would need to consider which mix and be mindful of placement.

Resolved to defer to next meeting and consider as part of the budget process.

25.24.09.14 Christmas Period Events

Christmas Party – Saturday 6th December, to include Santa, Entertainers, Food etc at an approximate cost of £600.00.

Christmas Carol Evening – Monday 15th December, Earby Ukelele Group, Mulled Wine, Mince Pies etc at an approximate cost of £150.00

Resolved: Spend approved for both events. Clerk to email Ukelele Group with invitation to the Christmas Carol Evening.

25.24.09.15 Christmas Tree Provision

Clerk confirmed that this year's tree has been ordered. PO to be raised.

25.24.09.16 Remembrance Sunday

Resolved: To ask Andy Fitton to conduct the service. Spend approved for additional lamp post poppies if required and for village hall hire and refreshments after the service and wreath laying. Clerk to locate someone to perform the Last Post.

25.24.09.17 Declarations of Pecuniary Interest and Councillor Code of Conduct.

Noted: PBC have requested that all current councillor Declarations of Pecuniary Interest are available for them to upload onto their website. The same need to be available on the PC website along with a Councillor Code of Conduct document. Clerk to facilitate.

25.24.09.18 Planning Matters

Any applications received after the agenda has been published will be tabled at the meeting.

18.1 25/0505/FUL – Copy Nook Farm, Old Lane, Salterforth, BB18 5SJ.

Subdivision of existing farmhouse to create 2 dwellings. Comments required by 29.09.2025.

Resolved: No objections.

25.24.09.19 AGAR 24_25

Noted that PKF queries were received on 11.09.2025 and a response was given on 11.09.2025.

25.24.09.20 Email Address – Updated Requirements

Noted that the change to a .gov.uk email address is ongoing.

25.24.09.21 Finance

21.1 **Resolved to approve and countersign** Cash Book Balances for July & August 2025

21.2 **Resolved to approve and countersign** Receipts and Payments from 1st July to 31st August 2025.

21.3 **Resolved to approve and countersign** Bank Reconciliation for July & August 2025.

21.4 **Resolved to approve and countersign** Bank Statements for July & August 2025.

21.5 **Resolved to approve and countersign** Budget Analysis from 1st April to 31st August 2025.

21.6 Budget Process for 26_27

25.24.09.22 Date of Next Meeting

15th October 2025 Salterforth Village Hall

Meeting Closed at 8:45pm

Karen Shorrocks

Clerk & RFO

Salterforth Parish Council