

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
Salterforth Village Hall
Chapel Hill
Salterforth, Lancashire BB18 5TU
Email: salterforthparishcouncil@gmail.com
Website: www.salterforthpc1.org



Salterforth Parish Council 24th September at 7pm Village Hall, Salterforth

Members of the Council are hereby summoned to attend a full Meeting of the Parish Council in accordance with schedule 12, para. 10(2)(b) of the Local Government Act 1972 to be held as detailed above. If you are unable to attend, your apologies and reason for absence should be forwarded to the Chair in advance.

AGENDA

Meetings are open to the public and may be recorded by representatives of the media or by members of the public. Any persons intending to record the meeting are requested to respect the wishes of members of the public who have come to speak at a meeting; and reminded that it is not permitted for oral commentary to be provided during a meeting.

1. Welcome

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

2. Attendance, Apologies and Non-attendance

3.1 To record attendance, and non-attendance.

3.2 To record written apologies for absence.

3. Declarations of Interest

To receive declarations of personal interest in any matter identified in this agenda.

A member with a disclosable interest in any item may not participate in any discussion of the matter at the meeting. In addition, a member with a disclosable interest shall leave the room where the meeting is held while any discussion or voting takes place.

4. Public Participation

To allow for members of the public to be offered the opportunity to address Council on any subject not already an agenda item.

Questions or comments for the Council on agenda items should be sent via post/email to the Clerk using the Village Hall address or at salterforthparishcouncil@gmail.com at least 24 hours prior to the meeting.

Questions for Council requiring a more detailed answer should be sent via post/email to the Clerk using the Village Hall address or at salterforthparishcouncil@gmail.com one week prior to the meeting.

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

6. Updates on Items from Previous Meetings

6.1 Bench for Bus stop.

6.2 Salterforth School Grant Application.

6.3 Lengthsman activity.

6.4 Flagpole.

6.5 Harry Street.

6.6 War Memorial Inspection.

7. Reports from Meetings with other Organisations

To receive for information purposes, verbal or written reports from Councillors on any such meetings attended. These should be notified to the Clerk/RFO in advance of the agenda so that they can be listed; and in the case of written reports, so that they can be circulated to Councillors prior to the meeting.

7.1 West Craven Area Committee attended by Cllr Pollard.

8. Correspondence

None received.

9. Toilets

10. Community Garden

11. Village Car Park

12. Parking and the Anchor

13. Wildflowers and PBC 2026_27

14. Christmas Period Events

15. Christmas Tree Provision

16. Remembrance Sunday

17. Declaration of Pecuniary Interest and Councillor Code of Conduct

18. Planning Matters

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

11.1 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.

19. AGAR 24_25

To note that PKF Littlejohn emailed with queries on 10.09.2025 which were responded to on 11.09.2025.

20. Email address - updated requirements

To note that the Clerk has started the process of moving to a .gov.uk email address using the current website/email provider Hugo Fox.

21. Finance

Clerk/RFO has authority to make payments as required for items included in the Direct Debit and Regular Payment Review

RFO to present the financial report for review, approval and countersignature:

21.1 Cash Book (Enc) – Balance on 31st July £20,599.04, Balance on 31st August £19,125.69.

21.2 Receipts and Payments from 1st July to 31st August 2025.

21.3 Bank Reconciliation for July and August 2025 (Attached)

21.4 Bank Statements for July and August (Enc)

21.5 Budget Analysis 25_26

21.6 Budget Process for 26_27

22. Date of next Meeting

Karen Shorrocks

Clerk & RFO

Salterforth Parish Council

D	M	YR	ST	CREDITOR	DEBTOR	BUD	DESCRIPTION	TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF	INV DATE	VAT No.	CASH BOOK £	STATEMENT £
1	4	2025	187														13,643.01	13,643.01
01	04	2025	187		Salterforth Garden Centre	GRA	Compost for Community Garden	DC	331.49	276.24	55.25	-	1036	2025.25.05.15	31.03.2025	633987890	13,311.52	
03	04	2025	187	Card 37 Vm Cashback		CBK	Cashback	Transfer		-		0.34					13,311.86	
04	04	2025	187		Aldi Barnoldswick		Blke Accessory	DC	6.99	5.83	1.16	-	Receipt 03.04.25	2025.25.05.15	03.04.2025	613 0534 68	13,304.87	
08	04	2025	187		W S Accountancy Ltd	PAY	Payroll Administration	MB	48.00	48.00	-	-	7411	2025.25.05.15	31.03.2025		13,256.87	
08	04	2025	187		Thomas Wilkinson	GRA	Community Garden Consultation - 2 hrs @ £30/hr	MB	60.00	60.00	-	-	07.04.2025	2025.25.05.15			13,196.87	
08	04	2025	187		Pendle Borough Council	LGT	Play Area Inspection 8th & 18th March 2025	MB	72.89	60.74	12.15	-	51524212		04.04.2025	175332564	13,123.98	
14	04	2025	187		Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	13811	2025.25.05.15	12.04.2025	156359683	13,096.99	
28	04	2025	188	Pendle Borough Council		PRE	Precept Payment Q1 & Q2	BACS	-	-		12,000.00	FIN0349232				25,099.99	
							Total £		543.36	470.80	72.56	12,000.34					25,099.99	25,099.99
02	05	2025	188		Clerk & RFO	PAY	Salary April 2025	MB	450.88	450.88		-	Payslip Apr 2025				24,649.11	
06	05	2025	188	Card 37 Vm Cashback		CBK	Cashback	Transfer		-		1.18					24,650.29	
06	05	2025	188	Pendle Borough Council		PRE	Interest for incorrect timing of Precept Payments 2023_24 & 2024_25	BACS				366.39	FIN0349357	2025.25.05.16			25,016.68	
12	05	2025	188		Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	14646	2025.25.05.15	12.05.2025	156359683	24,992.69	
15	05	2025	188		Pendle Borough Council	LGT	Play Area Inspection 3rd, 15th & 28th Apr 2025	MB	109.33	91.11	18.22	-	5155351	2025.25.05.15	14.05.2025	175332564	24,883.36	
15	05	2025	188		Pendle Borough Council	MOW	Grass Cutting	MB	807.83	673.19	134.64	-	5155344	2025.25.05.15	14.05.2025	175332564	24,075.53	
30	05	2025	189		Zurich Insurance	INS	Annual Insurance Renewal	MB	256.46	256.46	-	-	544841684	2025.25.05.15	28.05.2025		23,819.07	
							Total £		1,648.49	1,491.63	156.86	367.57					23,819.07	23,819.07
02	06	2025	189		Clerk & RFO	PAY	Final Salary May 2025	MB	398.65	398.65	-	-	Payslip May 25	2025.23.07.22.7			23,420.42	
03	06	2025	189		Salterforth Garden Centre	GRA	Compost for Community Garden	MB	96.50	82.08	16.42	-	1040	2025.23.07.22.7	21.05.2025	633987890	23,321.92	
12	06	2025	189		Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	15523	2025.23.07.22.6	12.06.2025	156359683	23,297.93	
26	06	2025	190		Jane Snell Trading	WEB	Updating Website 26.01.25 to 03.05.25	MB	120.00	120.00	-	-	002/2025	2025.23.07.22.7			23,177.93	
27	06	2025	190		Councillor	LOO	Toilet Maintenance Reimbursement	MB	94.12	94.12	-	-	Receipts June 25	2025.23.07.22.7			23,063.81	
							Total £		735.26	714.84	20.42	-					23,083.81	23,083.81
01	07	2025	190		Pendle Borough Council	LGT	Play Area Inspection 14th & 27th May 2025	MB	72.89	60.74	12.15	-	5157271	2025.23.07.22.7	27.06.2025	175332564	23,010.92	
01	07	2025	190		Pendle Borough Council	MOW	Grass Cutting	MB	659.12	549.27	109.85	-	5157270	2025.23.07.22.7	27.06.2025	175332564	22,351.80	
10	07	2025	190		Pendle Borough Council	LGT	Play Area Inspection 10th & 24th June 2025	MB	72.89	60.74	12.15	-	5157379	2025.23.07.22.7	09.07.2025	175332564	22,278.91	
10	07	2025	190		Pendle Borough Council	MOW	Grass Cutting	MB	659.12	549.27	109.85	-	5157385	2025.23.07.22.7	09.07.2025	175332564	21,619.79	
14	07	2025	190		Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	16388	2025.23.07.22.6	12.07.2025	156359683	21,595.80	
16	07	2025	190		W S Accountancy Ltd	PAY	Payroll Administration Quarter ending 30.06.25	MB	39.60	33.00	6.60	-	6282	2025.23.07.22.7	30.06.2025	353863568	21,566.20	
28	07	2025	191		Salterforth Garden Centre	PLA	20 x planted Summer Troughs	MB	442.70	368.92	73.78	-	1059	2025.23.07.22.7	28.07.2025	633987890	21,113.50	
29	07	2025	191		Clerk & RFO	PAY	June & July 2025 Salary	MB	514.46	514.46	-	-	June/July Salary	2025.23.07.22.7			20,599.04	
							Total £		2,484.77	2,156.39	328.38	-					20,599.04	20,599.04
12	08	2025	191		Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	17238	2025.23.07.22.6	12.08.2025	156359683	20,575.05	
22	08	2025	192		Pendle Borough Council	LGT	Play Area Inspection 9th & 22nd July 2025	MB	72.89	60.74	12.15	-	5159360	2025.23.07.22.7	20.08.2025	175332564	20,502.16	
22	08	2025	192		Pendle Borough Council	MOW	Grass Cutting	MB	659.12	549.27	109.85	-	5159358	2025.23.07.22.7	20.08.2025	175332564	19,843.04	
26	08	2025	192		HMRC	HMRC	Tax	MB	373.32	373.32	-	-	HMRC	2025.23.07.22.7	11.08.2025		19,469.72	
28	08	2025	192		Pendle Borough Council	PRK	Annual Playground Inspection	MB	87.00	72.50	14.50	-	5160108	2025.23.07.22.7	27.08.2025		19,382.72	
28	08	2025	192		Clerk & RFO	PAY	August 2025 Salary	MB	257.03	-	-	-	August Salary	2025.23.07.22.7		175332564	19,125.69	
							Total £		1,473.35	1,075.82	140.50	-					19,125.69	19,125.69

MONTH

Jul-25
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	30.06.25	£ 23,083.81
PAYMENTS		2,484.77
RECEIPTS		-
CARRIED FORWARD BALANCE	31.07.25	£ 20,599.04

BANK STATEMENT £

STATEMENT BALANCE	30.06.25	£ 23,083.81
PAYMENTS		2484.77
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.07.25	£ 20,599.04

Examined, Certified & Verified by**Clerk/RFO**

Karen Shawbock 13/8/25.

Chair**Cllr****Cllr**

MONTH

Aug-25
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE

31.07.25	£ 20,599.04
	1,473.35
	-
31.08.25	£ 19,125.69

PAYMENTS

RECEIPTS

CARRIED FORWARD BALANCE

BANK STATEMENT £

STATEMENT BALANCE	31.07.25	£ 20,599.04
PAYMENTS		1,473.35
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.08.25	£ 19,125.69

Examined, Certified & Verified by

Clerk/RFO

Karen Hawcock 21/9/25.

Chair

Cllr

Cllr

ITEM	CAT	BUDGET £	YTD £	Comments	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Maintenance	MTN	2,500.00	-		-	-	-	-	-							
Bi-Weekly Playground Inspection	PRK	800.00	334.07		60.74	91.11	-	121.48	60.74							
Annual Playground Inspection	PRK	80.00	72.50		-	-	-	-	72.50							
Community Garden	CGD	1,000.00	425.31		343.23	-	82.08									
Payroll	PAY	3,500.00	1,621.02		-	450.88	398.65	514.46	257.03							
Payroll Administration	PAD	165.00	81.00		48.00	-	-	33.00								
HMRC	PAY	1,000.00	373.32		-	-	-	-	373.32							
Grass Cutting	MOW	4,200.00	2,321.00		-	673.19	-	1,098.54	549.27							
Toilets	LOO	1,000.00	94.12		-	-	94.12	-	-							
Internal Audit	AUD	500.00	-		-	-	-	-	-							
External Audit	AUD	250.00	-		-	-	-	-	-							
Website	WEB	370.00	219.95		19.99	19.99	139.99	19.99	19.99							
Insurance	INS	300.00	256.46		-	256.46	-	-	-	-	-	-	-	-	-	-
Plants	PLA	1,500.00	368.92		-	-	-	368.92	-							
Watering	WAT	950.00	-		-	-	-	-	-							
Rent (including rent for events)	REN	550.00	-		-	-	-	-	-							
Events	EVE	2,200.00	-		-	-	-	-	-							
Christmas Tree	XMS	2,400.00	-		-	-	-	-	-							
Subscriptions to LALC & NALC	SUB	125.00	-		-	-	-	-	-							
Subscription for Office 365	SUB	55.00	-		-	-	-	-	-							
Subscription for ICO	SUB	25.00	-		-	-	-	-	-							
Consumables	CON	100.00	-		-	-	-	-	-							
Training	TRA	300.00	-		-	-	-	-	-							
Community Grants	GRA	1,500.00	-		-	-	-	-	-							
CONTINGENCY		1,000.00	-													
Total		26,370.00	6,167.67		471.96	1,491.63	714.84	2,156.39	1,332.85	-	-	-	-	-	-	-

Opening Balance 01.04.2025	13,643.01
Precept	24,000.00
Other Income	5.00
Budget	26,370.00
Projected Closing Balance 31.03.2026	11,278.01
From Reserves	2,370.00

Examined, Certified
& Verified By:
Clerk & RFO

Karen Shawcock

Date: 21/9/25

CHAIR

CLERK

CLERK.