

Salterforth Parish Council Meeting
Agenda
To be held on 26th March 2025 at 7:00pm at Salterforth Village Hall

1. Chairman Pollard welcomes all to the meeting

2. Councillors present. Apologies for Absence and Reasons:

To note apologies

3. Co-option of councillor

Caleb Grant to be co-opted as councillor following completion of Acceptance of Office

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).

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.

7. Minutes

7.1 To approve the draft minutes of the Salterforth Parish Council meeting held on the 25th January 2025. Minutes previously circulated.

8. 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: 25/0152//HHO

Proposal: Full: erection of roof lift to facilitate first floor accommodation

At: Moor Laithe Farm, High Lane, Salterforth BB18 5SN

For: Mrs Dawn Heywood

Application: 25/0159/PIP

Proposal: Permission in principle: Residential development for up to 2 no. dwellings

At: Former Service Reservoir to N.E. Whinberry Boat House, High Lane, Salterforth

For: Mr & Mrs Simon Eyre

9. Accounts – Period Ending

9.1 To note the internal budget accounts - report previously circulated

9.2 To Examine and Approve the Bank statements:

Current bank balance as at 20th March 2025 - £15,384.02

9.3 bank reconciliation for approval and signature

10. 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.

10.1 **Clerks hours** - Approve additional hours (4 hours for February, 8 hours for March) worked for overtime payment. Total 12 hours

10.2 Salt Spreader - Gladden £875.00 - received grant money £598.62

Items for Payment in accordance with the Financial Regulations

| Payee | Description | Total | Budget |
|--------------------------|--|----------|----------------------|
| Hugo Fox | Hosting website February, March | 23.99 x2 | Website |
| HMRC | February and March 2025 | | HMRC |
| Clerk | Salary February and March 2025 | | Clerk |
| Peter Fuggle | Additional materials and fee for bird/bug hotels | 90.30 | Event |
| JA Jones | Trees | 2820.60 | Community garden |
| World of mowers | Water trolley | 779.00 | Maintenance |
| Farnell Landscapes | Path, fence, paving | 3900.00 | Community garden |
| Salterforth Village Hall | event hire of hall | 74.38 | Hire of village hall |
| Jane Snell | Website | 230.00 | Website |
| Lanlee | Wood for event | 114.83 | Event |
| Earth Anchors | Accessible table and bench x 2 | 1720.80 | Community garden |
| Pendle Borough Council | Playground inspections | 72.89 | Maintenance |
| Tom Wilkinson | Community garden | 60.00 | Community garden |

| Payee | Description | Total | Budget |
|----------------------------|--|-------|-------------------|
| Aldi | Event food | 16.02 | Event |
| Carole Singleton | Reimburse - Garden and stamps | 47.20 | Event, stationary |
| Aldi | Bird food, propagator | 16.66 | Community garden |
| Aldi | Paper | 4.99 | Stationery |
| Aldi | Dustpan | 4.00 | Community garden |
| Salterforth Garden | Fig tree and grape vine plant and fleece | 67.50 | Community garden |
| Willow Top Hedgehog rescue | Event - hedgehog rescue | 50.00 | Event |
| Alex Smith | Event - dragonflies | 50.00 | Event |
| Cafe on the Square | Catering | | Event |

11. Parish Clerk correspondence report

- 11.1 Request to sell and supply alcohol on playing field on Salterforth Fun Day
- 11.2 Request to supply and sell cakes in honesty box on playing field
- 11.3 Email from Salterforth Toilet Group to cease responsibility of toilets on playing field
- 11.4 Email received via HugoFox from RGM Management group regarding Backside estate
- 11.5 Communication from Matt Barnes re car park

12. Annual Parish Meeting held on 16th March 2025 alongside Environmental Event

13. Events - carried forward from January meeting. - VE Day 8th May 2025

14. Lengthsman

Update to the councillors on the lengthsman's duties

15. Community Garden Update

To receive update from the Community Garden

16. Update from other meetings

17. Date of the next meeting

The next meeting to be held will be the Annual Parish Council meeting followed by the Parish Council Meeting on Wednesday 28th May at 7:00 in the Village Hall, Salterforth

CA Singleton

Carole Singleton Clerk and RFO.

Dated. 21st March 2025