

# SALTERFORTH PARISH COUNCIL



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## DRAFT MINUTES

Salterforth Parish Council Meeting  
Wednesday 23<sup>rd</sup> July 2025  
7.00pm Salterforth Village Hall

### 25.23.07.1 Welcome

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

### 25.23.07.2 Attendance, Apologies and Non-attendance

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

3.2 Apologies received and accepted from Cllr King

### 25.23.07.3 Declarations of Interest

None.

### 25.23.07.4 Public Participation

No members of the public present.

### 25.23.07.5 Minutes

**Resolved** to accept and approve as an accurate representation, the draft minutes of the meeting held on 23<sup>rd</sup> April 2025.

### 25.23.07.6 Minutes

**Resolved** to accept and approve as an accurate representation, the draft minutes of the meeting held on 25<sup>th</sup> May 2025.

### 25.23.07.7 Minutes

**Resolved** to accept and approve as an accurate representation, the draft minutes of the meeting held on 30<sup>th</sup> June 2025.

### 25.23.07.8 Updates on items from Previous Meetings

8.1 Clerk & RFO to source suitable composite replacement.

8.2 Salterforth School Grant Application not received to date.

8.3 Lengthsman currently working light duties only. Rospa certificate has run out for Playground Inspection. Barlick TC to sort. **Resolved** to defer until more active.

### 25.23.07.9 Reports from Meetings with other Organisations

9.1 Cllr Pollard gave a brief overview of the WCAC meeting.

- David Whipp intimated there was a pot of money available from which a grant may be available for the toilets.
- Despite Salterforth PC declining a Flag Pole for the village on numerous occasions WCAC are pressing ahead and re-allocating grant money that would have been awarded to Salterforth to help pay for it. The approximate cost is £3,600 without the flag(s) which is being followed up by Cllr David Hartley. **Resolved** Clerk to contact Cllr Hartley for clarification.
- Housing development off White Leys Close deferred.

### **25.23.07.10 Correspondence**

10.1 **Resolved** Clerk to investigate options for residents parking permits and/or alternative parking arrangements for parking in the village car park and write back to the resident.

### **25.23.07.11 Harry Street Parking on Grass Verge**

Refer to 25.23.07.19.3

### **25.23.07.12 Toilets**

Council is now responsible for the toilets. Andy Fitton continuing to pay Water and Electric using toilet group funds. **Resolved** Handover to be confirmed. Bank account closure to be arranged and monies transferred in due course. Look to amalgamate toilet insurance with current insurance. Investigate grant potential.

### **25.23.07.13 Salterforth in Bloom**

**Resolved** Remaining monies of approx. £1,200 to be transferred to the Community Garden.

### **25.23.07.14 Community Garden**

Salterforth Parish Council own the land and the Community Garden. **Resolved** to discuss the future with Kevin Singleton and look to call a meeting to form a sub-committee with delegated powers to takeover the running of the Community Garden.

### **25.23.07.15 Review of Standing Orders**

**Resolved** to adopt.

### **25.23.07.16 Review of Financial Regulations**

**Resolved** to adopt.

### **25.23.07.17 First adoption of the following Governance Documents**

**Resolved** to adopt:

- Business Continuity Policy
- Risk Management Policy
- Internal Control Policy
- Internal Control Review – to be carried out quarterly.

### **25.23.07.18 Annual Insurance**

**Noted** that Council has renewed the existing policy with Zurich from 1<sup>st</sup> June 2025 at a cost of £256.46.

### **25.23.07.19 Planning Matters**

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

19.1 25/0422/FUL – Livestock Building, High Lane, Salterforth – **Decision pending.**

19.2 25/0377/PIP – Land at the Site of Former High Laithe, Cross Lane, Salterforth – **PIP approved.**

19.3 PLE/25/0249 – Unauthorised work undertaken on Harry Street **now being dealt with by Pendle Borough Council.**

### **25.23.07.20 AGAR 24\_25**

**Noted** that all documentation was submitted to the external auditor on 30<sup>th</sup> June 2025 and published on the council website. The Exercise of Public Rights Notice was also published on the council website on 30<sup>th</sup> June 2025.

### **25.23.07.21 Council Website and Email Address**

21.1 **Noted** that the Acting Clerk/RFO is an administrator for the website and has/will upload information onto the website as required. **Resolved** Clerk to write to Jane Snell to advise services will no longer be required.

21.2 **Email address – updated requirements:** There was a change within the Practitioners' Guide 2024 which is mandatory for the 2024/25 year: **Council is required to have a .gov.uk address.**

**Resolved** Clerk to contact Hugo Fox to set up a new .gov.uk address for the Clerk.

## **25.23.07.22 Finance**

**22.1 Resolved to approve and countersign** Cash Book – Balance at 30<sup>th</sup> June ££23,083.81

**22.2 Resolved to approve and countersign** Receipts and Payments from 1<sup>st</sup> April to 30<sup>th</sup> June 2025.

**22.3 Resolved to approve and countersign** Bank Reconciliation for April and May 2025.

**22.4 Resolved to approve and countersign** Bank Statements for April and May 2025.

**22.5 Noted that there is no budget for 25-26 financial year.**

**22.6 Resolved to approve and adopt** Direct Debit Review

**22.7 Resolved to approve** Regular Payment Review

## **25.23.07.23 Xmas Tree Arrangements for 2025.**

**Resolved** Clerk to contact Stately Lighting for quotation and place order accordingly providing the cost is broadly in line with last years.

## **25.23.07.24. War Memorial Inspection**

**Resolved** Clerk to contact PBC to find out when the last Inspection was done and what the frequency should be.

## **25.23.07.25. Resignation of Cllr Singleton**

Huge appreciation and gratitude for the commitment and dedication that Kevin gave during his time as a councillor and in particular, his contribution to making the Community Garden a reality that will bring pleasure and enjoyment to future generations.

## **25.23.07.26. Exclusion of the Public and Press**

The acting Clerk & RFO left the room to allow the following item to be discussed.

## **25.23.07.27. Appointment of Clerk & RFO**

Draft contract was presented to council for consideration. Hours agreed at 21.66 per calendar month, pay scale 14 within the range of LC1 as set out in the National Agreement of Salaries and Conditions of Service of Local Council Clerk in England and Wales prior to 2025 increase. Employment to commence 1<sup>st</sup> June 2025 (retrospective) due to work already carried out as acting clerk and RFO.

**Resolved** to offer contract of employment to Karen Elizabeth Shorrocks for Salterforth Parish Council Clerk and RFO.

## **25.23.07.28 Date of Next Meeting**

24<sup>th</sup> September 2025 Salterforth Village Hall

Meeting Closed at 8:30pm

Karen Shorrocks

*Clerk & RFO*

*Salterforth Parish Council*