

## Salterforth Parish Council

### MEETING OF THE SALTERFORTH PARISH COUNCIL AT 7:30 ON WEDNESDAY 29<sup>th</sup> July 2020 at Salterforth Village Hall

Please note - 2m social distancing is in operation and face masks must be worn, hand sanitiser is available. The village hall has been deep cleaned prior to the meeting

### Minutes

	<p><u>Welcome</u> Cllr Pollard welcomed all to the Village Hall</p>
	<p><b>In attendance:</b> Chairman Cllr Pollard, Clls Latham, Singleton, Langtree, Wilson</p> <p><u>Apologies for absence:</u> Cllrs Snell and Griffiths sent apologies for their absence</p>
20/07/73	<p><u>Declarations of Interests</u> <i>Members are reminded of the legal requirement concerning declarations of interests. A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda.</i> <i>A Member with a disclosable pecuniary interest in any item 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</i> <i>In addition it is suggested that a Member with a disclosable pecuniary interest leave the room where the meeting is held while any discussion or voting takes place.</i></p> <p><i>No declarations of interest received</i></p>
20/07/74	<p><u>Public Forum</u> To receive, for a maximum of 10 minutes, questions from members of the public on issues which appear on the agenda</p> <p><b>We are unable to invite members of the public to attend this meeting at this time due to COVID-19 and social distancing rules. Members of the public can submit any questions to the clerk for discussion at the meeting. Telephone 01282 537474</b></p> <p>Mrs Mary Town sent a letter regarding speeding – this will be added to the agenda for the next meeting</p> <p>Ms Christina Guerin sent a query regarding the public footpath on Beckside and the signs for cyclists - this will be added to the agenda for the next meeting</p>

20/07/75	<p><b><u>Planning Applications</u></b></p> <p>Members are asked to discuss any applications below and provide their observations/objections.</p> <p>Proposal: Full: Variation of conditions. Vary condition 2 (plans) of planning permission 19/0069/FUL</p> <p>Applicant: Mr &amp; Mrs N Hudson</p> <p>Location: Caravan Site, Lower Greenhill Farm, Kelbrook Road. Salterforth BB18 5TG</p> <p>Case Ref: 20/0393/VAR</p> <p>Date registered: 03.07.20</p> <p><b>Resolved -Leave it to Pendle to deal with</b></p>
20/07/76	<p><b><u>Minutes</u></b></p> <p>To approve, or otherwise, the minutes of the meeting held on 24<sup>th</sup> June 20</p> <p><b>Minutes approved as an accurate record</b></p>
20/07/77	<p><b><u>Approval of AGAR for 2019/2020</u></b></p> <p><b><u>Section 1 – Annual Governance Statement agreed as completed</u></b></p> <p><b><u>Section 2 - Accounting statements were distributed and figures agreed as completed</u></b></p> <p><b><u>Approval of policies</u></b></p> <p>Bullying and Harassment  Complaints Procedure  Financial Regulations  Frequency of Reviews  GDPR Policy  Grants Policy  Hospitality and Gifts Policy  Model Publication Scheme  Risk Assessment  Playground Inspection and Maintenance Policy  Asset Register</p> <p><b>Resolved - All above policies reviewed and updated on website</b></p>
20/07/78	<p><b><u>Update from previous meeting</u></b></p> <p>Lengthsman – Jill has power washed kickabout area and will start painting tomorrow. The Park is getting a lot of praise. Footpath to Kelbrook looks good. Invite Jill to the next meeting for update. Desperate for outdoor tap installing. Install waterbutts.</p> <p>External audit – Yorkshire Audit Services have been approached and agreed to proceed.</p> <p>Playground update and proposed adoption of Pendle Borough Council Risk Assessment for opening of playgrounds – approved for adoption for Salterforth Parish Council playground.</p>
20/07/79	<p><b>To examine and approve the bank statements</b></p> <p><b>CURRENT BANK BALANCE AS AT 10<sup>TH</sup> JULY 2020 - £17368.02</b></p>

20/07/80	<p><b>To approve and authorise payment of the following invoices</b></p> <table border="1"> <thead> <tr> <th>chq no.</th> <th>Payee</th> <th>Details</th> <th>Amount</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td></td> <td>Garden Doctors</td> <td>May, June</td> <td>1032.00</td> <td>206.40</td> <td>1238.40</td> </tr> <tr> <td></td> <td>Carole Singleton</td> <td>salary</td> <td>121.92</td> <td></td> <td>121.92</td> </tr> <tr> <td></td> <td>Carole Singleton</td> <td>working from home</td> <td>26.00</td> <td></td> <td>26.00</td> </tr> <tr> <td></td> <td>Carole Singleton</td> <td>stationary/masks/sanitiser key cutting, stamps</td> <td></td> <td></td> <td>56.81</td> </tr> <tr> <td></td> <td>Business Focus Accountancy</td> <td>wage slip</td> <td>38.00</td> <td>7.60</td> <td>45.60</td> </tr> <tr> <td></td> <td>Jill Demaine</td> <td>Lengthsman July</td> <td>368.75</td> <td>73.75</td> <td>442.50</td> </tr> <tr> <td></td> <td>Jill Demaine</td> <td>LCC Right of Way Scheme</td> <td>112.50</td> <td>22.50</td> <td>135.00</td> </tr> <tr> <td></td> <td>Jill Demaine</td> <td>supplies</td> <td>65.53</td> <td>13.11</td> <td>78.64</td> </tr> <tr> <td></td> <td>Toilet Group Grant</td> <td></td> <td>200.00</td> <td></td> <td>200.00</td> </tr> </tbody> </table> <p><b>resolved - Approved for payment</b></p>	chq no.	Payee	Details	Amount	VAT	Total		Garden Doctors	May, June	1032.00	206.40	1238.40		Carole Singleton	salary	121.92		121.92		Carole Singleton	working from home	26.00		26.00		Carole Singleton	stationary/masks/sanitiser key cutting, stamps			56.81		Business Focus Accountancy	wage slip	38.00	7.60	45.60		Jill Demaine	Lengthsman July	368.75	73.75	442.50		Jill Demaine	LCC Right of Way Scheme	112.50	22.50	135.00		Jill Demaine	supplies	65.53	13.11	78.64		Toilet Group Grant		200.00		200.00
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20/07/81	<p><b>Mid Year Finance forecast -</b></p> <ol style="list-style-type: none"> <li>Garden Doctors - £1548 up to present time – last years cost £3360</li> <li>Digger – approx £4000</li> <li>Lengthsman - £2309 – last years costs £2746. LCC grant received for £500</li> <li>Christmas Tree - Possible £800 cost for new lights, estimate received for approx £1750 + vat for 30 ft tree same size as last year. Last year cost £1495 + vat</li> <li>Christmas Party - £500 allocated last year</li> <li>Clerk - £609 to present, approx £1450 last year</li> <li>Solicitor – car park an unknown cost</li> <li>winter bedding - approx £500</li> <li>Right of way scheme – received £500</li> <li>Grants - £200 allocated to date</li> <li>Insurance re increased costs (asset register and COVID)</li> <li>Auditor and AGAR -</li> </ol> <p><b>Still awaiting for the war memorial and bus shelters to be valued which will add to the costs for insurance. PBC have been approached however, due to COVID and many staff with other duties it has been delayed.</b></p>																																																												
20/07/82	<p><b>Estimate jackets</b> - estimate for Jacket and SPC high viz bibs etc £129.00 2 jackets £47.98 still awaiting for 2 more quotes</p>																																																												
20/07/83	<p><b>Update of on-going issues from other meetings</b></p> <p>Cllr Pollard had an online meeting with WCAC. Seddons application came up for Barnoldswick and a flood evaluation scheme was required.</p> <p>Silentnight asking for a noise survey as the original one was undertaken during lockdown There is a small reduction in numbers. New houses from Ranch – trees being taken down. Crimes have gone up dramatically, antisocial behaviour was increased.</p> <p>We should write to County Council and Police every month regarding the speeding on main road. To discuss further at the next meeting</p>																																																												

20/07/84	To confirm the date of the future Parish Council Meetings  Wednesday 26 <sup>th</sup> August, 30 <sup>th</sup> September, 28 <sup>th</sup> October, 25 <sup>th</sup> November, 27 <sup>th</sup> January 2021, 24 <sup>th</sup> February 2021, 31 <sup>st</sup> March 2021

Signed

Date

Chairman