

Salterforth Parish Council Meeting

26th March 2025 at 7:00pm at Salterforth Village Hall

1. Chairman Pollard welcomes all to the meeting

2. Councillors present.

Chairman Pollard, Cllr Latham, Singleton, Wilson, King, Fuggle

Apologies for Absence and Reasons:

None

3. Co-option of councillor

Caleb Grant signed of Acceptance of Office and joined the meeting

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).

Kevin Singleton declared an interest re Clerk hours 10.1

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

See Item 11.2 Laura - spoke regarding supplying cakes in honesty box in cake cupboard. Emptied and checked daily. Open over the weekend to begin with. Cakes packed in biodegradable packaging, sealed and labelled with allergens. Looking for recommendations to place cake cabinet but would prefer on the canal. Councillors to look at feasibility of placing on the community garden side of the tow path, facing the canal.

6. Reports from Invited Guests

To receive reports from any invited guests.

None

7. Minutes

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

Resolved: approved as a true record

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

Resolved: No objections

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

Resolved: No objections

9. Accounts – Period Ending

9.1 To note the internal budget accounts - report previously circulated

Report noted

9.2 To Examine and Approve the Bank statements:

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

Resolved: approved as a true record

9.3 bank reconciliation for approval and signature -

Resolved: approved and signed by Cllr Fuggle

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

Resolved: approved for payment

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

Resolved : approved for purchase

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

Payee	Description	Total	Budget
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
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	225.00	Event

11. Parish Clerk correspondence report

11.1 Request to sell and supply alcohol on playing field on Salterforth Fun Day

Clerk informed the members that Cllr Pollard disclosed that there may be covenant in place forbidding the sale or drinking of alcohol on the playing field. Cllr Singleton

Resolved: Agreed in principal only if there is no covenant in place to forbid the selling/supplying/drinking of alcohol.

Resolved: Chairman Pollard to find out if there is a covenant for the selling of alcohol.

11.2 Request to supply and sell cakes in honesty box on playing field

Resolved: to approved placing the cabinet/honesty box at end of community garden.

11.3 Email from Salterforth Toilet Group to cease responsibility of toilets on playing field

Resolved: Cllr Pollard to get keys back. Cllr Fuggle to speak to Drivers. Organise site visit to find out state of and find out running costs.

11.4 Email received via HugoFox from RGM Management group regarding Beckside estate

Resolved: car park owned by Pendle Borough Council not SPC. RGM Directors informed.

11.5 Communication from Matt Barnes re car park

Resolved: Issue was regarding parking of his 2 cars on the car park. Cllr Pollard responded.

12. Review of Risk Assessment, Internal Controls and Action Plan

To review the Risk assessment, internal controls and Action Plan for 2024 and 2025 (report previously circulated).

Chairman Pollard spoke to Zurich Insurance regarding insurance cover for Polytunnel in Community Garden and SPC covered for all owned SPC property.

Resolved: Risk Management Policy, internal controls and Action Plan accepted

13. Annual Parish Meeting held on 16th March 2025 alongside Environmental Event
Went well. Positive feedback.

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

Resolved - no event as unable to organise in time

15. Lengthsman

Update to the councillors on the lengthsman's duties

Eugene still unwell and unable to drive. Pendle Borough Council doing the inspections on the playing field. Swings - can't get a basket swing on the original frame. New frame needed minimum of £8000.

16. Community Garden Update

Update from the Community Garden

All going well. Neil came down and did a lot of unpaid work. Need barrels 220L. Tom Wilkinson came and started his monthly talks, a lot of people attended. Volunteer has come forward to chair steering group. Potting soil needed.

17. Update from other meetings

Cllr Wilson attended the meeting for development at White Lees. To discuss at the next meeting.

18. 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

Cllr Christine Pollard

Dated.