

Salterforth Parish Council Meeting Agenda

To be held on 27th November 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

Roger King 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 Annual Parish Council meeting held on the October 2024. This was re-scheduled from September due to illness. Minutes previously circulated.

8. Review of the Financial Regulations

To review the Financial Regulations from previous meeting (report previously circulated).

9. 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.

The Clerk would like to bring to the attention of the Councillors that an extension has been granted to allow for discussion the following applications at the Parish Council Meeting.

Application: 24/0674/LHE

Proposal: Permitted Development Notification (Proposed larger home extension): Erection of single storey rear extension (4.04 length, 3.60m height and 2.5 eaves height)

At: 4 Elm Close Salterforth BB18 5UB

For: Mr Neil Stephenson

Application: 24/0761/FUL

Proposal:FULL: change of use of land from agricultural and a dog training enclosure with fencing

At: Land to the North East side of Kelbrook Road Salterforth

For: Mr & Mrs Martin & Kath Wellock

Application: 24/0765/AGD

Proposal: Prior approval: Conversion of barn to 1 number dwelling (Use class C3) and associated shed to garage (class Qb)

At: 1 Barn to the South East of Knowlden House Manchester Road, Barnoldswick

For: Mrs Marlene Harrison

10. Annual Governance and Accountability Return (AGAR) Update

11. Accounts – Period Ending

11.1 To note the internal budget accounts - report previously circulated

11.2 To Examine and Approve the Bank statements:

Current bank balance as at 20th November 2024 - £24560.81

11.4. bank reconciliation for approval and signature

12. 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.

Approval for payments -

12.1 clerk local government pay rates agreement for 2024/5 reached, to be backdated to April 2024 SCP 17

12.2 Event budget for December for pre-approval - to include

Santa, Igloo, refreshments, presents from Santa, children's entertainer package, donation for ukulele Christmas carols,

Christmas tree

Items for Payment in accordance with the Financial Regulations

Payee	Description	Total	Budget
Hugo Fox	Hosting web site October/November	23.98	Website
HMRC	October and November 2024		HMRC
Clerk	Salary October and November 2024		Clerk
Lengthsman	Salary October and November 2024		Lengthsman

Payee	Description	Total	Budget
WS Accountancy	Payroll	72.00	Accountants
Farnell Landscapes	Footrail to community garden hub shelter	380.00	Community garden
Screwfix	Padlock for community garden	33.99	Community garden
Salterforth Garden Centre	Winter troughs	500.00	Plants
Screwfix	Glue	13.99	Community garden
Lanlee	Wood for hub footrest	190.84	Community garden
Shc Hire	Strimmer	778.99	Community garden
Cragg & Co	Accountant for payroll	72.00	Accountants
Earby Ukulele Group	Donation for Christmas Event	50.00	Events
Claire Di Caprio	Igloo deposit for event	50.00	Events
Pendle Borough Council	Grass cutting	644.96	Grass cutting
Pendle Borough Council	Grass cutting	218.02	Grass cutting
Miss C Thompson	Cakes for Remembrance Event	112.00	Events
Boyes	Event display	14.00	Events
Booths	Event catering	12.15	Events
B&M	Event catering	17.89	Events
Salterforth Village Hall	Room hire from May to end of December - pre approval	360.00	Rent

13 Parish Clerk correspondence report

13.1 Salterforth Memorial

The inspection summary recommended a further inspection 2 years from original. Now due

13.2 Website Update

13.3 **RPII Operational ROSPA Training** - Costings are approximately - £195 for the exam if course done previously. Letter previously circulated.

13.3. **AGAR** To update with latest correspondence from PKF Littlejohn

13.4. **Pendle Primary School Free swimming initiative** Cost for 2025/26 - £455 +VAT

14. Events

14.1 Update on the **wreath making event**

14.2 Update from the **Remembrance Service** and Event *Recommendation for a microphone and display boards*

15. Forthcoming events

15.1 Children's Christmas Party -

15.2 Community Event - Xmas Sing along - 17th December

16. Lengthsman

Update to the councillors on the lengthsman's duties

17. Community Garden Update

To receive update from the Community Garden

18. Update from other meetings

19. Date of the next meeting

The next meeting to be held will be on at 7:00 in the Village Hall, Salterforth

CA Singleton

Carole Singleton Clerk and RFO.

Dated. 22nd November 2024