

# Salterforth Parish Council

## Notice of a Council Meeting

To all members of the Parish Council

You are respectfully summoned to attend the Annual Meeting of Salterforth Parish Council to be held at Salterforth Village Hall, **commencing at 7:00** for the purpose of transacting the business set out in the attached agenda.

**Signed:** *CA Singleton*

**Carole Singleton** (Parish Clerk and Responsible Financial Officer)

\*Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 (s1) unless the presence is prejudicial to the public interest (s2).

## Annual Parish Council Meeting 29th May 2024

### A G E N D A

**Chairman Pollard welcomes all to the meeting.**

#### **Chairmans Report**

##### **1. Election of Parish Council Chair**

To elect a parish council chairman for the 2024/25 municipal year and to receive the Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk (Proper Officer).

##### **2. Election of Parish Council Vice-Chairman**

To elect a parish council vice-chairman for the 2024/5 municipal year to receive the Vice-Chair's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk (Proper Officer).

##### **3. Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to 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).

## **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 Parish Council meeting held on the 26th March 2024 (previously circulated).

## **8. Review of Representation**

To consider the appointment of members to act as representatives on external bodies for the ensuing year. Members appointed onto outside bodies are required to provide reports to the council and must not make any decisions on behalf of the council.

• West Craven Area Committee

## **9. Review of Standing Orders and Council Policies & Procedures**

To review and adopt the council governance documents (report previously circulated).

- Asset Register Policy
- Complaints Policy
- Data Protection Policy
- e.mail address Policy
- Equal Opportunities Policy
- Internal Audit Policy
- Publication Scheme
- Persistent and Vexatious Complaints
- Public Participation Policy
- Retention Policy
- Social Media Policy
- Standing Orders
- Unacceptable behaviour and Disorderly Conduct Policy
- Asset Register

## **10. Annual Meeting Schedule 2024/5**

To agree the annual meeting schedule for the remainder of the civic year including the next annual meeting of the council.

## **11. Review of Banking Signatories and Banking Provider**

To review the appointment of signatories

## **12. Review of the Financial Regulations**

To review the Financial Regulations (report previously circulated).

## **13. Annual Council Insurance Renewal**

To review and approve the annual council insurance at a cost of £251.42 Due for renewal 1 6 24. A comprehensive procurement exercise will be undertaken this current year 2024/2025. To include the newly acquired community garden

## **14. 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.

Reference: 24/0315/TPO

Address: Mr David Choyce Lane Head House, High Lane, Salterforth, Lancashire. BB18 5SL

Proposal: Works to trees subject to T.P.O. NO. 2 2012

Reference: 24/0281/HHO

Address: Mr Sam Pendred, 8 Chapel Hill, Salterforth, Lancashire. BB18 5TU

Proposal: Full: Demolition of existing conservatory and the erection of a single storey rear extension.

## **16. Annual Accounts – Period Ending 31st March 2024**

To note the internal accounts for the 2023/24 financial year

## **17. Annual Governance and Accountability Return (AGAR)**

17.1 AGAR section 1 - assertions to be completed

17.2 Exercise of public rights to commence on 3rd June 2024 to 13th July 2024.

## **18. Financial Matters**

To receive and approve the schedule of cheque payments and receipts as tabled or presented at the meeting that require signing in accordance with the Financial Regulations.

To Examine and Approve the Bank statements:

Current bank balance as at 17th May 2024 - £42534.05

### **Approval for regular payments -**

HugoFox - as per invoice 4.1.2024 schedule of payments

HMRC payments as directed by Cragg & Co

Employee monthly salaries as calculated by Cragg & Co

Cragg & Co. for monthly payroll charges

Pendle Borough Council for grass cutting as per quotation

- *Cut the playground, recreation ground & verges fortnightly = £181.68 + vat per cut*
- *fortnightly mowing inc. Harry St., verges in front of school, Gateland & the bridal path = £68.13 + vat*
- *monthly mowing inc. Mucky Lane, Cross Flatts, Park Avenue & Moor Lane = £105.98 + vat*

**Clerks hours** - monthly work exceeding the 5 hours per week as contracted. Approve additional hours (6 hours for March, 8 hours April, 6 hours May 2024) worked for overtime payment.

## Items for Payment in accordance with the Financial Regulations

Payment method	Payee	Description	Total	Budget
D/D	Hugo Fox	Hosting web site April and May	23.98	Website
Transfer	C.Singleton	Paper	4.50	Consumables
Transfer	HMRC	April 2024	138.20	HMRC
Transfer	HMRC	May 2024		HMRC
Transfer	Clerk	Salary April/May 2024		Clerk
Transfer	Lengthsman	Salary April/May 2024		Lengthsman
Transfer	Cragg & Co	Invoice 4780 . Processing payroll Jan/ Feb/March 2024	72.00	Accountancy
Transfer	Zurich Insurance	Insurance	256.46	Insurance
Transfer	ICO	Registration fee	40.00	Memberships
Transfer	Farnell Landscapes	Community Garden - money from Grant. First payment	7335.00	Community Garden
Transfer	Farnell Landscapes	Community Garden - money from grant. Second payment	7335.00	Community Garden
Transfer	Sarah Griffin	Reimbursement for laminator bought with grant money from WCAC	29.98	Grant WCAC
Transfer	Lanlee Supplies	Materials for gate/fence. Money from grant.	599.88	Community Garden

### 19. Parish Clerk correspondence report

- **Training** - LANTA approved provider training course - Traffic Management for Community Events - £155 plus vat
- **LCC Local Delivery/Bio Diversity Scheme 2024/25**

### 20. Events

Environmental Event - Bat Night - Tuesday 3rd September  
 Community Event - Xmas Sing along - 17th December  
 School Event - fun colour run on playing fields - no date yet

### 21. Lengthsman

Update to the councillors on the lengthsman's duties

### 22. Community Garden Update

To receive update from the Community Garden

- Update on spending against budget

### 23. Update from other meetings

### 24. Date of the next meeting

The next meeting to be held will be the 31st July 2024

