

Salterforth Parish Council Meeting

Agenda 31st July at 7:00pm

1. Chairman Pollard welcomes all to the meeting

2. Councillors present. Apologies for Absence and Reasons:

To note apologies

3. Declaration of Disclosable Pecuniary and Other Interests

3.1 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.

3.2 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).

4. 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.

• Tom Wilkinson attending

7. Minutes

7.1 To approve the draft minutes of the Annual Parish Council meeting held on the 31st May 2024 (previously circulated).

8. Review of Standing Orders and Council Policies & Procedures

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

9.1. Review of Email policy

9.2 adoption of the following GDPR policies

- Data Protection Policy
- Data Breach Policy
- Privacy Statement
- Privacy Notice for staff

9. Review of the Financial Regulations

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

10. Annual Council Insurance Renewal

To consider insurance cover on the poly-tunnel.

11. 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: 24/0372/VAR

Proposal: Vary condition 2 (Plans) of planning Permission 21/0592/FUL

At: Salters House, Kelbrook Road, Salterforth

For: Mr S Binks

12. Annual Governance and Accountability Return (AGAR) Update

13. Accounts – Period Ending

13.1 To note the internal budget accounts - report previously circulated

13.2 Community Garden accounts - report previously circulated

13.3 To Examine and Approve the Bank statements:

Current bank balance as at 19th July 2024 £21536.43

13.4. HMRC reimbursement £2023.00 received

13.5 Local Delivery Scheme and Biodiversity Scheme £800 received

14. 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.

Approval for payments -

Clerks hours - monthly work exceeding the 5 hours per week as contracted. Approve additional hours (6 hours for June, 6 hours July) worked for overtime payment. Total 12 hours plus 3 sessions for watering troughs/hanging baskets for watering as detailed below

Items for Payment in accordance with the Financial Regulations

Payment method	Payee	Description	Total	Budget
D/D	Hugo Fox	Hosting web site June and July	23.98	Website
Transfer	C.Singleton	Watering 3 visits June/July 1.5 hours per visit	4.5 hours	
Transfer	HMRC	June and July 2024		HMRC

Payment method	Payee	Description	Total	Budget
Transfer	Clerk	Salary June and July 2024		Clerk
Transfer	Lengthsman	Salary June and July 2024		Lengthsman
Transfer	C.Singleton	Buckets/tubs community garden	9.00	Community Garden
Transfer	Farnell Landscapes	Community Garden - money from Grant. Final payment	15870.00	Community Garden
Transfer	World of Mowers	Water trolley. Money from grant	1359.99	Community Garden
	First Tunnels	Polytunnel. Money from grant	6412.20	Community Garden
	Salterforth Garden Centre	Compost. Money from grant	397.80	Community Garden
	Salterforth Garden Centre	Summer troughs and hanging baskets	656.00	
	Salterforth Garden Centre	51 compost and fruit bushes for community garden. Money from grant	754.44	Community Garden
	Lanlee Supplies	Wood for hub. Money from grant	707.70	Community Garden
Transfer	Shackletons	Plants for community garden. Money from grant	245.37	Community Garden
Transfer	Screwfix	Tools. Money from grant	204.70	Community Garden
Transfer	Peter Fuggle	Guttering	19.09	Community Garden
Transfer	Eurocell	Guttering	145.81	Community Garden
Transfer	Artisan bakers	Scones	57.00	Event
Transfer	C Singleton	Cream	54.20	Event
Transfer	Lengthsman	Supplies	45.95	
Transfer	C Singleton	Swift caller	57.95	
Transfer	Co-operative	Event catering	7.50	Event

Payment method	Payee	Description	Total	Budget
Transfer	Pendle Borough Council	Grass cutting. Invoice 5142594	644.96	
Transfer	Pendle Borough Council	Grass cutting. Invoice 5142560	644.96	
Transfer	Peter Fuggle	Leaflet printing	103.00	
Transfer	Mas Seeds Ltd	Wildflower mix	265.98	Event
	Samba Sports	Socket caps	25.80	Maintenance
Transfer	Carole Singleton	Re-imburement - community garden plants/event/postage/paint and brushes	178.20	Event
Transfer	WS Accountancy	Payroll April, May, June	72.00	Accountants
Transfer	Eugene	Equipment hire	87.11	Maintenance

16. Parish Clerk correspondence report

Festive tree and lighting 2024 - Stately Lighting

Public Spaces Protection Orders - email from Tim Horsley distributed 26/7/24

Traffic Management Community Event - Cllr Singleton to attend 6th September

Adrian Lord - Funtime Amusements - looking to access the playing field on Tue 27th August and running the event on Wed 28th and Thursday 29th August.

17. Events

Environmental Event - Bat Night - Tuesday 3rd September 7:00 start

Community Event - Xmas Sing along - 17th December

Herd and Hive - Cllr Latham to update

18. Lengthsman

Update to the councillors on the lengthsman's duties

19. Community Garden Update

To receive update from the Community Garden

CART -

Farnell Contractors -

Grants -
 Hub shelter -
 Statement update as below

20. Update from other meetings

21. Date of the next meeting

INVOICE SUMMARY		
Date	Invoice From	Amount
claim 1		
6/4/24	Farnell	£15,870.00
5/29/24	Lanlee	£499.90
6/3/24	World of Mowers	£1,133.33
6/28/24	Shackletons	£235.30
6/28/24	Screwfix	£170.57
7/7/24	Salterforth Nurseries	£331.50
6/30/24	Salterforth Nurseries	£673.29
5/30/24	Meadowmania	£221.65
5/4/24	Farnell	£7,335.00
5/10/24	First Tunnels	£5,343.50
7/16/24	Eurocell	£121.51
7/17/24	Merit & Fryers	£15.91
5/20/24	Farnell	£7,335.00
	Total	£39,286.46
	Claim Total 77%	£30,250.57
26 7 24	Received	£30,250.57

The next meeting to be held will be on 25th September at 7:00 in the Village Hall, Salterforth