

Salterforth Parish Council Meeting Agenda

To be held on 29th January 2025 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 27th November 2024. Minutes previously circulated.

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: 24/0762/HHO

Proposal: Replace existing wood windows to UPVC to side and rear elevations

At: Spring Barn, Salterforth Lane, Salterforth

For: Mrs Diane Hiley

Application: 24/0810/FUL

Proposal: FULL (Major) : erection of 30 no. dwellings with new access from Park Avenue along with associated infrastructure and landscaping

At: Land to the west of White Leys Close, Earby

For: Mr R Calderbank

Planning Appeal:

Proposed development: FULL Change of use of land to provide 18 no. static caravan pitches and 15 no. touring caravan/ camper van pitches

At: Caravan site Lower Greenhill Farm, Kelbrook Road, Salterforth

Planning Inspectorate Ref: APP/E2340/W/24/3355873

Planning Application Appeal Ref: 24/0019/AP/REFUSE

For: Mr & Mrs N & A Hudson

9. Annual Governance and Accountability Return (AGAR) Update

10. Accounts – Period Ending

10.1 To note the internal budget accounts - report previously circulated

10.2 To Examine and Approve the Bank statements:

Current bank balance as at 20th January 2025 - £22145.76

10.3 bank reconciliation for approval and signature

11. 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.

11.1 Hugo Fox direct debit changed to £23.99 per month Salterforth Parish Council have moved to silver subscription which includes a link in the website to PBC Planning matters.

12. Approval for payments -

12.1 **Clerks hours** - Approve additional hours (3.5 hours for October, 7 hours November, 3 hours December) worked for overtime payment. Total 13.5 hours

12.2. **Tom Wilkinson** sessions at the Community Garden - approval required re payments

Items for Payment in accordance with the Financial Regulations

Payee	Description	Total	Budget
Hugo Fox	Hosting web site December	23.99	Website
Hugo Fox	Hosting website January	23.99	Website
HMRC	December 2024 and January 2025		HMRC
Clerk	Salary December 2024 and Jan 2025		Clerk
Claire de Caprio	Balance of igloo hire	90.00	Events
WS Accountancy	Payroll	66.00	Accountants
Merritt and Fryer	Salt/grit - reimbursed to A. Latham	111.90	Maintenance
Tom Cutts	Raised planters in polutunnel	3200.00	Community Garden
Tom Cutts	Footrail for hub	3150.00	Community Garden
PKF Littlejohn	External Auditor	252.00	External auditor
Village Hall	Rent	312.38	Rent
The Poppy Appeal	wreath	27.50	Sundries
Stately Lighting	Xmas tree	2340.00	Christmas tree
Kevin Griffiths	Santa	60.00	Events
Earby Ukulele Group	Donation for Christmas Event	50.00	Events
Claire Di Caprio	Igloo balance	90.00	Events
The Little Party	Entertainer xmas party	230.00	Events
Salterforth Garden Centre	Winter planters	500.00	Plants
B&M	Event	5.00	Events
Adsa	Event	43.00	Events
The Range	Event	24.79	Events
Booths	Event	80.37	Events
Aldi	Event	57.45	Events
Morrisons	Event	110.18	Events
Poundland	Event	27.50	Events
Sainsburys	Event	45.89	Events
Co-op	Event	9.55	Events
LBS Garden Centre	Event - reimburse to A Latham	23.57	Events
Pendle Borough Council	Memorial inspection	209.34	Lengthsman

13. Precept 2025/26 - setting the precept for 2025/6. Clerk previously distributed spreadsheet and current spends against budgets to date

14. Parish Clerk correspondence report

14.1 Salterforth Memorial

The memorial has been inspected and report distributed to all councillors.

14.2 Website Update -

14.3. AGAR To update with latest correspondence from PKF Littlejohn

14.4 ROSPA training 10/11 Feb 25 - maintenance and playground checks

15. Forthcoming Events -

- **Annual Parish Meeting** - to be held between 1st March and 1st June each year. discussion around holding environmental event

- **VE Day - Thursday 8th May 2025**

Recommendation for a microphone and display boards

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 Wednesday 26th March 2025 at 7:00 in the Village Hall, Salterforth

CA Singleton

Carole Singleton Clerk and RFO.

Dated. 24th January 2025