

# Salterforth Parish Council Meeting

## Minutes 31st July at 7:00pm

### 1. Chairman Pollard welcomes all to the meeting

### 2. Councillors present.

Chairman Christine Pollard, Cllr Latham, Singleton, Griffin, Fuggle

#### **Apologies: Cllr Wilson**

Resignation of Councillor McConville

### 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.

*Cllr Singleton re clerk*

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 -

Will be working for himself from 1 8 24. Also working with The Good Life Project in Nelson. Available for help with bids, help with reports following funding received, gathering information required for reports and to look over new bids.

How do we get the poly tunnel going, what do we need to do first, guide how to layout the raised beds and growing plan. Tom can design what is needed ie number of beds, type of beds, height etc.

Charges are per project or per hour to do a talk or look over a project, guided sessions. Hourly rate is £30. DBS checked and insured.

**Resolved** Tom to go away and plan how the poly tunnel should be designed.

## **7. Minutes**

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

**Resolved:** accepted as a true record

## **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

**Resolved:** all policies adopted

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

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

**Resolved:** To bring back to the next meeting

## **10. Annual Council Insurance Renewal**

To consider insurance cover on the poly-tunnel.

Chairman Pollard advised that all items owned by the Parish Council are covered under our policy

## **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**

Awaiting return from PKF Littlejohn to discuss at next meeting

## **13. Accounts – Period Ending**

13.1 To note the internal budget accounts - report previously circulated. **Resolved:** noted

13.2 Community Garden accounts - report previously circulated. **Resolved:** noted

13.3 To Examine and Approve the Bank statements and bank reconciliation.

Current bank balance as at 19th July 2024 £21536.43

**Resolved:** approved, examined and signed as a true record

13.4. HMRC reimbursement £2023.00 received - **Resolved:** noted

13.5 Local Delivery Scheme and Biodiversity Scheme £800 received - **Resolved:** noted

## **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

**Resolved:** approved for payment

**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
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

Payment method	Payee	Description	Total	Budget
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
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

**Resolved** - approved for payment

#### **16. Parish Clerk correspondence report**

Festive tree and lighting 2024 - Stately Lighting

**Resolved:** Agreed if it falls within the budget allocated

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

**Resolved:** doesn't apply to parish council as we own the playing field

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

**Resolved:** agreed fee of approx £170.00

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. Awaiting confirmation from Adrian

## 17. Events

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

**Resolved:** 20 people max, Cllr Fuggle to book village Hall 7:45 to 9:30. Ask for donations Clerk to speak to Phil Riley to see if we can borrow the bat detector.

Community Event - Xmas Sing along - 17th December

Herd and Hive - details given

**Resolved:** Cllr Latham to look at foraging walks/talks and speak to Danielle Kay herbal remedies/alternatives

## 18. Lengthsman

Update to the councillors on the lengthsman's duties -

Doing weekly inspections. Cllr Singleton to speak to Eugene regarding electronic reports for playground.

## 19. Community Garden Update

To receive update from the Community Garden

CART - Following email. Cllr Singleton met Huddleston, 3rd party engineer from CART. Remedial works needed to the banking within the community garden.

Farnell Landscapes will do the remedial work to the banking. Inspected again in 12 months which allows time for the work and

- starting with Hub next Wednesday.
- Wood structure will be erected and then once up it will have a metal roof.
- Price for gate for entrance to the playing field £250.
- Will be happy doing the banking,
- put flags at front of the entrance.
- Put a gate at the side of the polytunnel to stop people going down and slipping.
- Will make a pathway to the orchard at the other side of the polytunnel 1.2m wide with build raised beds

Statement update as below

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

**20. Update from other meetings**

WCAC - Chairman Pollard attended the May meeting.

**21. Date of the next meeting**

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

Signed as a true record

..... date .....

Chairman Christine Pollard