

# SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard  
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## DRAFT MINUTES

Salterforth Annual Parish Council Meeting  
Wednesday 25<sup>th</sup> May 2025  
7.00pm Salterforth Village Hall

### 2025.25.05.1 Welcome

The Chair of the Parish Council, Cllr Pollard welcomed all to the meeting at 7pm.

### 2025.25.05.2 Election of Parish Council Chair

2.1 Proposed by Cllr Fuggle, seconded by Cllr Latham, Cllr Pollard was duly elected as the Parish Council Chair.

2.2 Cllr Pollard signed the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agreed to abide by the Local Government Code of Conduct introduced under the Localism Act 2011. Proper Officer countersigned the declaration.

### 2025.25.05.3 Election of Parish Council Vice-Chair

3.1 Proposed by Cllr Fuggle, seconded by Cllr King, Cllr Latham was duly elected as the Parish Council Vice Chair.

### 2025.25.05.4 Attendance, Apologies and Non-attendance

4.1 Recorded attendees were Cllr Pollard, Cllr King, Cllr Wilson, Cllr Fuggle, Cllr Latham

4.2 Apologies received and accepted from Cllr Singleton and Cllr Grant.

### 2025.25.05.5 Declarations of Interest

None.

### 2025.25.05.6 Public Participation

No members of the public present.

### 2025.25.05.7 Reports from Invited Guests

None.

### 2025.25.05.8 Minutes

8.1 **Resolved** to accept and approve as an accurate representation, the draft minutes of the meeting held on 26<sup>th</sup> March 2025 with the following amendment:

#### ***Removal of Item 12. Review of Risk Assessment, Internal Controls and Action Plan***

This item was **not** on the agenda published on the council website. No resolution can be made on items not listed.

8.2 **Resolved** to defer approval of the draft minutes of the EPC meeting held 23<sup>rd</sup> April 2025 until the next meeting.

### 2025.25.05.9 Review of Representation

**Resolved** that the Chair, Cllr Pollard would represent council as a co-opted member of West Craven Area Committee.

### 2025.25.05.10 Review of Standing Orders, Council Policies and Procedures

**Resolved** to approve and adopt except for Standing Orders and Financial Regulations to allow the acting Clerk/RFO to ensure they are compliant with the new versions issued by NALC in March 2025.

**2025.25.05.11 Annual Meeting Schedule 2025\_6**

**Resolved** to approve.

**2025.25.05.12 Review of Banking Signatories and Banking Provider**

**Resolved** that the current Banking Provider, Virgin Money will continue.

**Resolved** that the signatories would continue with Cllr Pollard, Cllr Latham and Cllr Wilson.

**Resolved** that Cllr Pollard would make arrangements for the acting Clerk/RFO to have access to the banking facilities as soon as possible.

**Resolved** that the acting Clerk/RFO will assess the current banking provision to ensure it is fit for Purpose and gives council the security aspects required from internet banking.

**2025.25.05.13 Annual Council Insurance Renewal**

**Resolved** that council would renew existing policy with Zurich for the coming year.

**Resolved** that the acting Clerk/RFO will seek alternative providers and quotations as soon as possible.

**2025.25.05.14 Planning Matters**

None.

**2025.25.05.15 AGAR 2024\_25**

**Resolved** to defer to the next meeting to allow the acting Clerk/RFO time to consider previously Prepared documents.

**To note** that the previous Clerk had already applied for and been granted an extension to the submission deadline. New date is 31<sup>st</sup> July 2025.

**2025.25.05.16 Financial Matters**

**Resolved** to approve Regular Payments.

**Resolved** to approve all other presented payments.

**Resolved** to accept, approve and sign the presented Bank Statements.

**Resolved** to approve final salary payment inclusive of overtime to outgoing Clerk.

**2025.25.05.17 Parish Clerk Correspondence Report**

**Noted**

**2025.25.05.18 Bench for Bus Stop**

**Resolved** to defer to next meeting

**2025.25.05.19 Grant Application**

**To note** that council have not received completed forms from Salterforth School.

**2025.25.05.20 Lengthsman Update**

**To note** that the Lengthsman is still unwell.

**2025.25.05.21 Community Garden**

**Resolved** to consider handing over responsibility to the Community Garden Team. Further discussion to be had at the next meeting.

**2025.25.05.22 Updates from other Meetings**

None.

**2025.25.05.23 Date of next Meeting**

23<sup>rd</sup> July 2025 at 7pm in the Village Hall, Salterforth.

Meeting Closed at 8:45pm

Karen Shorrock  
Acting Clerk/RFO  
Salterforth Parish Council