

Salterforth Parish Council

ORDINARY MEETING OF THE SALTERFORTH PARISH COUNCIL AT 7:30 HELD ON WEDNESDAY 28th JUNE 2019

Chairman: Christine Pollard

Acting clerk: Carole Singleton, 6 Becksde, Salterforth
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	<p><u>Welcome</u> Cllr Pollard welcomes all to the meeting</p>
	<p><u>Attendance, Apologies and Non attendance</u></p> <p><u>Attending Cllrs:</u> Christine Pollard (Chairman), Andy Fitton, Joyce Wilson, Amy Latham, Val Langtree, Kevin Singleton</p> <p><u>Apologies received :</u> none</p>
	<p><u>Declarations of Interests</u> <i>Members are reminded of the legal requirement concerning declarations of interests. A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item 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 In addition it is suggested that a Member with a disclosable pecuniary interest leave the room where the meeting is held while any discussion or voting takes place.</i></p> <p>None were declared</p>
19/6/01	<p><u>Public Forum</u> To receive, for a maximum of 10 minutes, questions from members of the public on issues which appear on the agenda</p> <p>Update from Neighbourhood watch - It is now known who owns the abandoned cars on the Seddon car park. They both belong to the same person and Neighbourhood Watch Team are monitoring the situation. Dumping of rubbish is improving as well as dog poo. Matt is going to have a look at the cameras on the empty barn and will pass anything of interest to the Neighbourhood Watch team. Neighbourhood Watch are looking into grants when further developed as a group.</p>

19/6/01a	<p>Planning Proposal: Listed building consent. Display 3 non illuminated fascia signs, 1 x illuminated fascia sign, 1 x illuminated hanging sign and 1 x non illuminated hanging sign to the front and side elevation with replacement external lighting Applicant: Star Pubs and Bars Location: Anchor Inn, 18 Salterforth Lane, Salterforth BB18 5TT Case Ref: 19/0371/LBC Date registered: 31.5.19</p> <p>RESOLVED - No objections, however there is concern regarding if the lighting on the signs are too bright at night making it difficult for the traffic to see on coming traffic when using the bridge outside the Anchor Inn</p>
19/6/02	<p>To make note of the findings of the internal audit</p> <p>RESOLVED - the internal audit was discussed, an action plan has been compiled with timescales and responsibility.</p>
19/6/03	<p>To receive and approve Section1 - Annual Governance Statement - Annual Governance & Accountability return 18/19 Part 2</p> <p>RESOLVED - approved</p>
19/6/04	<p>To receive and approve Section 2 - Accounting Statements Statement - Annual Governance & Accountability Return 18/19 Part 2</p> <p>RESOLVED - approved</p>
19/6/05	<p>To receive and approve the Financial Regulations and Standing Orders</p> <p>RESOLVED - approved</p>
19/6/06	<p>To receive and approve complaints procedure, grants policy, model publications scheme, hospitality and gifts policy,</p> <p>RESOLVED - approved</p>
19/6/07	<p>To receive and approve risk assessment, GDPR policy, playground maintenance and inspection policy, bullying and harassment policy,</p> <p>RESOLVED - approved</p>
19/6/08	<p>To update the assets register</p> <p>The asset register is still being updated.</p> <p>RESOLVED - To discuss again at the next meeting</p>
19/6/09	<p>To appoint Cllr to approve balance of Accounts/Bank Reconciliation</p> <p>RESOLVED - Cllr Fitton appointed</p>
19/6/10	<p>Minutes To approve, or otherwise, the minutes of the meeting held on 29th May 2019</p> <p>RESOLVED - approved</p>

19/6/11	<p><u>Matters arising from minutes</u></p> <p>Update from previous meetings</p> <ol style="list-style-type: none"> 1. Children play equipment - Cllr Latham advised that Foulridge are sending some information through to her <u>RESOLVED</u> Cllr Latham to speak to David Whipp to see if there is some money to update parks. 2. Traffic management for community events - Cllr Singleton advised, following his successful traffic management training, that a steward will be needed if the road is going to be blocked off for the remembrance Sunday. For the fun day, authority is needed to shut the road for the race. It was noted that children and adults were running on the road when traffic was coming up and down the lane. Traffic was also reversing prior to 4:00pm from the playing field whilst children and adults were coming onto and off the field. This is dangerous and a risk assessment should be carried out and liaising with county council. RESOLVED - clerk to write to the fun day organisers with the information needed for safe management of the fun day with regards to traffic management. 3. Sand in playground - Cllr Latham advised that the sand went in prior to the fund day. <u>RESOLVED</u> - Cllr Latham to see if there is any sand left over from Barlick Beach at the end of August and she can store it if needed. 4. Car park update - Cllr Pollard advised that Pendle are taking over the car park on the condition that Salterforth Parish Council take ownership from them. If Walker Foster Solicitors needs more information it will be requested from Cllr Pollard. 5. Parking in a bus bay - nothing can be done about this 6. Flags outside bus stop frightening horses - these have now been removed 																																				
19/6/12	<p><u>Lengthsman update</u></p> <p>Will (Lengthsman) attended the meeting, however he was advised that doesn't need to come to every meeting unless he wishes to do so and can update a Cllr who will bring the information on his behalf.</p> <p>Work for the following month (July) - to paint the railings along the road side and paint the fence surrounding the play area (weather permitting) and continue regular repairs to the benches.</p>																																				
19/6/13	<p>To approve and authorise payment of the following invoices</p> <table border="1" data-bbox="248 1563 1353 1749"> <thead> <tr> <th>chq no.</th> <th>Payee</th> <th>Details</th> <th>Amount</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>000377</td> <td>PKF Littlejohn</td> <td>Accounts 2017/28</td> <td>400.00</td> <td>80.00</td> <td>480.00</td> </tr> <tr> <td>000374</td> <td>Will Lawson</td> <td>Lengthsman balance inv no 1007</td> <td>121.16</td> <td></td> <td>121.16</td> </tr> <tr> <td>000380</td> <td>Will Lawson</td> <td>Lengthsman invoice Inv no 1009</td> <td>288.96</td> <td></td> <td>288.96</td> </tr> <tr> <td>000379</td> <td>Carole Singleton</td> <td>Stationary</td> <td>30.00</td> <td></td> <td>30.00</td> </tr> <tr> <td>000378</td> <td>S Kauser</td> <td>Yorkshire Internal Audit</td> <td>331.65</td> <td></td> <td>331.65</td> </tr> </tbody> </table> <p>RESOLVED - approved for payment</p> <ul style="list-style-type: none"> • The invoice from Garden doctors did not arrive in time for the meeting. The clerk will send a list of dates out to enable garden doctors and Will Lawton (Lengthsman) to be able to send the invoice in time for payment that particular month. • The invoice for the village hall has been received for £220. It was agreed previously that we would pay £200 the same amount as the WI. RESOLVED - Cllr Pollard to query the bill with Ian 	chq no.	Payee	Details	Amount	VAT	Total	000377	PKF Littlejohn	Accounts 2017/28	400.00	80.00	480.00	000374	Will Lawson	Lengthsman balance inv no 1007	121.16		121.16	000380	Will Lawson	Lengthsman invoice Inv no 1009	288.96		288.96	000379	Carole Singleton	Stationary	30.00		30.00	000378	S Kauser	Yorkshire Internal Audit	331.65		331.65
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19/6/14	<p>To examine and approve the bank statement</p> <p>We are still awaiting new bank statements - RESOLVED - Cllr Pollard to chase this with the bank. Forms have been completed to enable Cllr Latham to sign cheques. This will mean that 2 signatures are needed for each cheque with Cllr Pollard, Cllr Wilson and Cllr Latham are able to act as signatories. Fiona is to be removed.</p>
19/6/15	<p>To consider membership to local or national association of local councils</p> <p>RESOLVED - Not to go ahead, due to the costs involved was decided it did not offer value for money</p>
19/6/16	<p>Website upgrade and .gov email addresses and new member training offer</p> <p>RESOLVED - To go ahead with the internal audit recommendation of a new website to ensure it is accessible to residents and comply with the data transparency code. along with 10 official .gov email addresses to comply with GDPR recommendations.</p>
19/6/17	<p>Laptop</p> <p>RESOLVED - Clerk to look into obtaining a lap top for Parish Council use. 3 quotes will be obtained. Two memory sticks will be obtained for the clerk and the Chariman. These will be exchanged at every council meeting to ensure regular back up is obtained and stored.</p>
19/6/18	<p>Grant request - Salterforth Primary School</p> <p>RESOLVED - Clerk to send the grant policy and forms to the Headmistress at Salterforth Primary School and if they are received back in time it can be discussed at the next meeting.</p>
19/6/19	<p>North West Ambulance Service - Heartstart training</p> <p>Training can be provided for basic life support and defibrillator training.</p> <p>RESOLVED - Clerk to liaise with Nigel and Salterforth Village Hall to obtain training for a Saturday morning. Cllr Fitton will put information on Salterforth Talk to obtain interest. Parish Council will fund the village hall payment.</p>
19/6/20	<p>Storage of Parish Council Documents</p> <p>RESOLVED - Secure storage has now been obtained</p>
19/6/21	<p>Correspondence</p> <p>Information has now just started to come through to the clerk. Nothing to note as yet.</p>
19/6/22	<p>Update of on-going issues from other meetings</p> <ul style="list-style-type: none"> • Cllr Pollard went to the West Area Committee. • AT WCAC it was reported that there were a lot of planning issues in the Bashfield area. • Seddon willed to start again with planning process. • Planning with regard to the caravan site is still on-going. • Tom Partridge is wanting a grant for the footpath at Beckside. • Beck Group are coming out to look at the pond at Beckside
19/6/23	<p>Next Parish Council Meeting will be 31st July 2019 at 7:30</p>