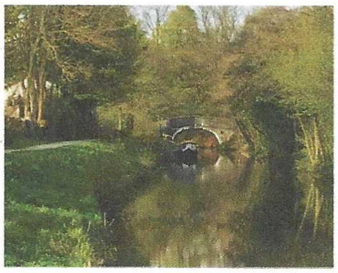
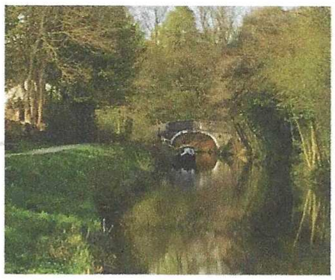
AGENDA

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
Salterforth Village Hall
Chapel Hill
Salterforth, Lancashire BB18 5TU
Email: clerk@salterforth-pc.gov.uk
Website: www.salterforth-pc.gov.uk



Salterforth Parish Council
22nd July 2026 at 7pm
Village Hall, Salterforth

Members of the Council are hereby summoned to attend a full Meeting of the Parish Council in accordance with schedule 12, para. 10(2)(b) of the Local Government Act 1972 to be held as detailed above. If you are unable to attend, your apologies and reason for absence should be forwarded to the Chair in advance.

AGENDA

Meetings are open to the public and may be recorded by representatives of the media or by members of the public. Any persons intending to record the meeting are requested to respect the wishes of members of the public who have come to speak at a meeting; and reminded that it is not permitted for oral commentary to be provided during a meeting.

1. **Welcome**
   The Chair of the Parish Council to welcome all to the meeting.
2. **Attendance, Apologies and Non-attendance**
   2.1 To record attendance, non-attendance, and written apologies for absence.
3. **Declarations of Interest**
   To receive declarations of personal interest in any matter identified in this agenda.
4. **Public Participation**
   To allow for members of the public to be offered the opportunity to address Council on any subject not already an agenda item.
   Questions or comments for the Council on agenda items should be sent via post/email to the Clerk using the Village Hall address or at clerk@salterforth-pc.gov.uk at least 24 hours prior to the meeting.
5. To approve and accept as an accurate representation, the draft minutes of the Annual Parish Council Meeting and the Ordinary Parish Council Meeting, both held 22nd May 2026.
6. **Updates on Items from Previous Meetings**

6.1 Bench for Bus stop.
6.2 Ginnel ownership.
6.3 Jinney Well ownership.
6.4 Common Land in Salterforth

7. **Reports from Meetings with other Organisations**

To receive for information purposes, verbal, or written reports from Councillors on any such meetings attended.

7.1 West Craven Area Committee 7th July 2026.

8. **Correspondence**

Nothing received.

9. **Toilets**

10. Community Garden

11. Assets & Maintenance Requirements

11.1 Playing Field Gate

11.2 War Memorial Insurance

12. Harry Street

13. Events

14. Impact Fund

15. Legacy Fund

16. Planning Matters

Any applications received after the agenda has been published will be tabled at the meeting.

Nothing.

17. Finance

Clerk/RFO has authority to make payments as required for items included in the Direct Debit and Regular Payment Review

RFO to present the financial report for review, approval, and countersignature:

17.1 Cash Book (Enc) Balance on 30th June 2026 was £30,719.79

17.2 Receipts, Payments, Invoices and **Payment Schedule** from 1st June to 30th June 2026

17.3 Bank Reconciliation for June 2026 (Attached)

17.4 Bank Statement for June 2026 (Enc)

17.5 Budget Analysis 26_27 (Attached)

18. Date of next Meeting.

D	M	YR	ST	CREDITOR	DEBTOR	BUD	DESCRIPTION	TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF	INV DATE	VAT No.	CASH BOOK £	STATEMENT £
																	26,763.56	**26,763.56**
04	06	2026	Jun-26		Salterforth Garden Centre	PLA	Summer Planting	BACS	726.90	605.75	121.15	-	1101	26.22.05.9	31.05.26	633987890	26,036.66	
04	06	2026	Jun-26		Pendle Borough Council	MOW	Grass Cutting & Play Area inspection 07.05.2026 & 18.05.2026	BACS	811.08	675.90	135.18	-	5170647	26.22.05.9	02.06.26	175332564	25,225.58	
08	06	2026	Jun-26		Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99	2.49	0.50	-	28120	26.22.05.9	09.06.26	156339683	25,222.59	
08	06	2026	Jun-26		British Gas	LOO	Electricity Bill for 3rd May to 2nd June 2026	BACS	15.21	14.49	0.72	-	807305689	26.22.05.9	05.06.26	684966762	25,207.38	
12	06	2026	Jun-26		Hugo Fox Ltd	WEB	Website Hosting	DD	23.99	19.99	4.00	-	28386	26.22.05.9	15.06.26	156339683	25,183.39	
17	06	2026	Jun-26		R Pearson	PLA	Watering Community Plants (6 occasions)	BACS	150.00	150.00	-	-	1/2026	26.22.05.9	15.06.26		25,033.39	
18	06	2026	Jun-26	HMRC			VAT Claim for 2025/2026 XGV126000111788	GIRO	-	-	-	1,718.01					26,751.40	
29	06	2026	Jun-26	Pendle Borough Council		GRA	Legacy Funding	BACS	-	-	-	4,300.00					31,051.40	
30	06	2026	Jun-26		HMRC	PAY	Salary Tax June 26	BACS	66.20	66.20	-	-		26.22.05.9			30,985.20	
30	06	2026	Jun-26		Clerk/RFO	PAY	Salary June 26	BACS	265.41	265.41	-			26.22.05.9			30,719.79	
								Totals	**2,061.78**	**1,800.23**	**261.55**	**6,018.01**					**30,719.79**	**30,719.79**

Salterforth Parish Council

PAYMENT SCHEDULE

JUNE 2026

D	M	YR	DEBTOR	BUD	DESCRIPTION	TYPE	GROSS DEBIT £
04	06	2026	Salterforth Garden Centre	PLA	Summer Planting	BACS	726.90
04	06	2026	Pendle Borough Council	MOW	Grass Cutting & Play Area Inspection 07.05.2026 & 18.05.2026	BACS	811.08
08	06	2026	Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99
08	06	2026	British Gas	LOO	Electricity Bill for 3rd May to 2nd June 2026	BACS	15.21
12	06	2026	Hugo Fox Ltd	WEB	Website Hosting	DD	23.99
17	06	2026	R Pearson	PLA	Watering Community Plants (6 occasions)	BACS	150.00
30	06	2026	HMRC	PAY	Salary Tax June 26	BACS	66.20
30	06	2026	Clerk/RFO	PAY	Salary June 26	BACS	265.41
						Totals	**2,061.78**

Salterforth Parish Council | BANK RECONCILIATION | JUNE 2026

MONTH	Jun-26	
	RECONCILED	

CASH BOOK £

BROUGHT FORWARD BALANCE	**31.05.2026**	**£ 26,763.56**
PAYMENTS		2,061.78
RECEIPTS		6,018.01
CARRIED FORWARD BALANCE	**30.06.2026**	**£ 30,719.79**

BANK STATEMENT £

STATEMENT BALANCE	**31.05.2026**	**£ 26,763.56**
PAYMENTS		2,061.78
RECEIPTS		6,018.01
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	**30.06.2026**	**£ 30,719.79**

Salterforth Parish Council | **EARMARKED RESERVES** | **JUNE 2026**

RECEIVED	PROVIDER	GRANT DESCRIPTION	REMITTANCE	AMOUNT £	SPENT £	REMAINING £	DATE SPENT	DESCRIPTION OF EXPENDITURE	MINUTE REF:
29.06.2026	Pendle Borough Council	Legacy Funding	FIN0359790	4,300.00	-	4,300.00			

Opening Balance	01.06.2026	-
Income	29.06.2026	4,300.00
Expenditure		-
Closing Balance	30.06.2026	4,300.00

ADMINISTRATION	CAT	Budget	YTD £	Comments	Apr-26	May-26	Jun-26
Clerk & RFO Salary	PAY	3,592.08	796.03		-	530.62	265.41
Lengthsman Salary	PAY	2,100.00	-		-	-	-
HMRC	PAY	1,400.00	198.80		-	132.60	66.20
Payroll Admin	PAD	235.00	33.00		33.00	-	-
Training & Development	TRA	300.00	-		-	-	-
Internal Audit	AUD	494.40	500.00		-	500.00	-
External Audit	AUD	216.30	-		-	-	-
Website & Email Provision	WEB	500.00	67.44		22.48	22.48	22.48
Insurance	INS	1,000.00	913.47		-	913.47	-
Village Hall Rent	REN	550.00	210.00		210.00	-	-
Subscriptions	SUB	102.40	7.00		-	7.00	-
Subscription for Office 365	SUB	55.00	-		-	-	-
Subscription for ICO	SUB	52.00	52.00		-	52.00	-
Consumables	CON	100.00	4.99		4.99	-	-
Total Administration		10,697.18	2,782.73		270.47	2,158.17	354.09

SERVICES/AMENITY	CAT	Budget	YTD £	Comments	Apr-26	May-26	Jun-26
Community Events	EVE	2,200.00	-		-	-	-
Asset Maintenance	MTN	2,000.00	650.00		-	650.00	-
Community Garden	CGD	1,000.00	-		-	-	-
Defibrillator	MTN	-	-		-	-	-
Grass Cutting	MOW	3,600.00	869.41		-	382.13	487.28
Community Planting	PLA	1,500.00	605.75		-	-	605.75
Watering Up	PLA	950.00	150.00		-	-	150.00
Toilets (General)	LOO	500.00	-		-	-	-
Electricity (Toilets)	LOO	400.00	40.72		13.33	12.90	14.49
Water (Toilets)	LOO	400.00	-		-	-	-
Bi-weekly Playground Inspections	PRK	800.00	192.07		60.74	65.74	65.59
Annual Playground Inspection	PRK	80.00	-		-	-	-
Community Grants	GRA	1,500.00	-		-	-	-
Xmas Tree	XMS	2,200.00	-		-	-	-
Contingency		1,000.00	32.88		-	-	32.88
Total Service/Amenities		18,130.00	2,540.83		74.07	1,110.77	1,355.99