

# AGENDA

## SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard  
Salterforth Village Hall  
Chapel Hill  
Salterforth, Lancashire BB18 5TU  
Email: [salterforthparishcouncil@gmail.com](mailto:salterforthparishcouncil@gmail.com)  
Website: [www.salterforthpc1.org](http://www.salterforthpc1.org)



### Salterforth Parish Council 29<sup>th</sup> April 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, Cllr Pollard to welcome all to the meeting at 7pm.

#### 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 [salterforthparishcouncil@gmail.com](mailto:salterforthparishcouncil@gmail.com) at least 24 hours prior to the meeting.

#### 5. To approve and accept as an accurate representation, the draft minutes of the meeting held on 25<sup>th</sup> March 2026. To approve and countersign February Payment Schedule as an appendix to the minutes.

#### 6. Updates on Items from Previous Meetings

6.1 Bench for Bus stop.

6.2 Ginnel ownership.

6.3 Jinney Well ownership.

6.4 Email.

6.5 Defib pads and website.

6.6 Book Cupboard final spend.

#### 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 3<sup>1st</sup> Mar 2026.

# AGENDA

## 8. Correspondence

Nothing received.

## 9. Toilets

## 10. Community Garden

## 11. Lengthsman

## 12. Assets & Maintenance Requirements

12.1 Playing Field Gate

## 13. Village Summer Planting

## 14. Events

## 15. Impact Fund

## 16. Planning Matters

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

26/0204/FUL – 28 Houses on land off Earby Road, Salterforth (Kennilworth Drive side)

## 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 Re-stated Cash Book for February 2026 to account for 2 x refunds using the correct method. (Enc)

17.2 Cash Book (Enc) Balance as of 31<sup>st</sup> March 2026.

17.3 Receipts, Payments, Invoices and **Payment Schedule** from 1<sup>st</sup> March to 31<sup>st</sup> March 2026.

17.4 Bank Reconciliation for March 2026 (Attached)

17.5 Bank Statements for March 2026 (Enc)

17.6 Budget Analysis 25\_26 (Attached)

## 18. Banking

## 19. Clerk/RFO Salary

## 20. Mowing Schedule

## 21. Date of next Meeting.

D	M	YR	DEBTOR	DESCRIPTION	GROSS DEBIT £
09	02	2026	Argos	Laminator	24.99
09	02	2026	British Gas	Electricity for Toilets 3rd January 2026 to 2nd February 2026	16.12
09	02	2026	Pendle Borough Council	Play Area Inspection 6th & 20th January 2026	60.74
09	02	2026	Pendle Borough Council	Play Area Inspection 9th & 22nd December 2025	77.69
09	02	2026	Pendle Borough Council	War Memorial Inspection	184.60
09	02	2026	Seal Calibration	New Pads & Batteries for Defibrillator prior to service	275.99
11	02	2026	Lanlee	Materials for Book Cupboard	230.48
12	02	2026	Hugo Fox (Gocardless)	Website Hosting	23.99
13	02	2026	Dales View Residents Association	Grant for Defibrillator & Heated Cabinet	500.00
20	02	2026	Lanlee	Refund for surplus materials	- 62.51
24	02	2026	Argos	Refund for faulty Laminator	- 24.99
25	02	2026	Yorkshire Water Business Stream	Water usage for 9th November 2025 to 8th February 2026 (Burst Pipes)	541.41
26	02	2026	Argos	Replacement Laminator	24.99
27	02	2026	HMRC	February Tax	64.20
27	02	2026	Clerk/RFO	February Salary	257.23
					<b>2,194.93</b>

**Examined, Certified  
& Verified By:**

**Clerk & RFO**

*Kate Shawlock*

**Date:** 19/4/26

*check:*

*cur:*

*cur:*

*RE-STATED TO ACCOUNT FOR REFUNDS IN CORRECT PLACE*

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 £
02	02	2026	197	Salterforth Fun Day 2025			Donation	BACS	-	-	-	150.00					22,650.70	
09	02	2026	197		Argos	CON	Laminator	CARD	24.99	24.99	-	-	Laminator				22,625.71	
09	02	2026	197		British Gas	LOO	Electricity for Toilets 3rd January 2026 to 2nd February 2026	BACS	16.12	15.36	0.76	-	811941796		04.02.2026	684968762	22,609.59	
09	02	2026	197		Pendle Borough Council	PRK	Play Area Inspection 6th & 20th January 2026	BACS	60.74	60.74	-	-	5165391				22,546.85	
09	02	2026	197		Pendle Borough Council	PRK	Play Area Inspection 9th & 22nd December 2025	BACS	77.69	64.74	12.95	-	5165384		03.02.2026	175332564	22,471.16	
09	02	2026	197		Pendle Borough Council	MTN	War Memorial Inspection	BACS	184.60	184.60	-	-	5165392				22,286.56	
09	02	2026	197		Seal Calibration	MTN	New Pads & Batteries for Defibrillator prior to service	BACS	275.99	229.99	46.00	-	79905		29.01.2026	198737245	22,010.57	
11	02	2026	197		Lanlee	MTN	Materials for Book Cupboard	CARD	230.48	192.07	38.41	-	480654		12.02.2026	444863527	21,780.09	
12	02	2026	197		Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	23282		13.02.2026	156359683	21,756.10	
13	02	2026	197		Dales View Residents Association	GRA	Grant for Defibrillator & Heated Cabinet	BACS	500.00	500.00	-	-	Defib Grant				21,256.10	
20	02	2026	197	Lanlee		MTN	Refund for surplus materials	CARD	-	62.51	-	-	8045		19.02.2026		21,318.61	
24	02	2026	198	Argos		CON	Refund for faulty Laminator	CARD	-	24.99	-	-	Laminator Refund		23.02.2026		21,343.60	
25	02	2026	198		Yorkshire Water Business Stream	LOO	Water usage for 8th November 2025 to 8th February 2026 (Burst Pipe)	BACS	541.41	541.41	-	-	9971370		09.02.2026		20,802.19	
26	02	2026	198		Argos	CON	Replacement Laminator	CARD	24.99	24.99	-	-	Replacement Lam				20,777.20	
27	02	2026	198		HMRC	PAY	February Tax	BACS	64.20	64.20	-	-					20,713.00	
27	02	2026	198		Clerk/RFO	PAY	February Salary	BACS	257.23	257.23	-	-	Feb Salary				<b>20,455.77</b>	<b>20,455.77</b>
<b>Total £</b>									<b>2,194.93</b>	<b>2,092.81</b>	<b>102.12</b>	<b>150.00</b>						

**Examined, Certified  
& Verified By:  
Clerk & RFO**

*Karen Staabock.*  
Date: 19/4/26

chair:

clerk:

clerk:

D	M	YR	DEBTOR	DESCRIPTION	GROSS DEBIT £
02	03	2026	Peter Fuggle	Labour and materials for Book Cupboard	200.65
03	03	2026		Cashback	-
09	03	2026	Hugo Fox (Gocardless)	Email Provision	2.99
09	03	2026	British Gas	Electricity for Toilets 3rd February to 2nd March 2026	13.55
09	03	2026	Seal Calibration	Defib Health Check	166.80
12	03	2026	Hugo Fox (Gocardless)	Website Hosting	23.99
17	03	2026	Pendle Borough Council	Play Area Inspection 2nd & 17th February 2026	72.89
27	03	2026	HMRC	March Tax	64.40
27	03	2026	Clerk/RFO	March Salary	257.03
27	03	2026	Salterforth School Fund	Facility Upgrade	500.00
27	03	2026	Pendle Borough Council	Grass Cutting	659.12
					<b>1,961.42</b>

Examined, Certified  
& Verified By:  
Clerk & RFO

*Karen Howlock*

Date: 19/4/26

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*curr:*

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 £	
02	03	2026	198		Peter Fuggle	MTN	Labour and materials for Book Cupboard	BACS	200.65	200.65	-	-					20,255.12		
03	03	2026	198	Card 37 Vm Cashback		CBK	Cashback	Transfer	-	-	-	0.68					20,255.80		
09	03	2026	198		Hugo Fox (Gocardless)	WEB	Email Provision	DD	2.99	2.49	0.50	-	24268		10.03.2026		20,252.81		
09	03	2026	198		British Gas	LOO	Electricity for Toilets 3rd February to 2nd March 2026	BACS	13.55	12.91	0.64	-	804036834		05.03.2026		20,239.26		
09	03	2026	198		Seal Calibration	MTN	Defib Health Check	BACS	166.80	139.00	27.80	-	79906		02.03.2026		20,072.46		
12	03	2026	198		Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	24472		13.03.2026		20,048.47		
17	03	2026	198		Pendle Borough Council	PRK	Play Area Inspection 2nd & 17th February 2026	BACS	72.89	60.74	12.15	-	5166463		10.03.2026		19,975.58		
27	03	2026	199		HMRRC	PAY	March Tax	BACS	64.40	64.40	-	-	P30 Month 12				19,911.18		
27	03	2026	199		Clerk/RFO	PAY	March Salary	BACS	257.03	257.03	-	-	Mar Salary				19,654.15		
27	03	2026	199		Salterforth School Fund	GRA	Facility Upgrade	BACS	500.00	500.00	-	-	School Grant				19,154.15		
27	03	2026	199		Pendle Borough Council	MOV	Grass Cutting	BACS	659.12	549.27	109.85	-	5161595		21.10.2025		<b>18,495.03</b>	<b>18,495.03</b>	
									<b>Total £</b>	<b>1,961.42</b>	<b>1,806.48</b>	<b>154.94</b>	<b>0.68</b>						

Examined, Certified  
& Verified By:  
Clerk & RFO

*Kelvin Shawlock*

Date: 19/4/26

*CHAIR :*

*CLERK :*

*CLERK :*

MONTH

Mar-26
RECONCILED

## CASH BOOK £

BROUGHT FORWARD BALANCE	28.02.2026	£ 20,455.77
PAYMENTS		1,961.42
RECEIPTS		0.68
CARRIED FORWARD BALANCE	31.03.2026	£ 18,495.03

## BANK STATEMENT £

STATEMENT BALANCE	28.02.2026	£ 20,455.77
PAYMENTS		1,961.42
RECEIPTS		0.68
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.03.2026	£ 18,495.03

Examined, Certified  
& Verified By:  
Clerk & RFO

*Kate Shortall*

Date: 19/4/26

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ITEM	CAT	BUDGET £	YTD £	Comments	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Maintenance	MTN	2,500.00	1,557.31		-	-	-	-	-	-	-	611.00	-	-	606.66	339.65
Bi-Weekly Playground Inspection	PRK	800.00	763.25		60.74	91.11	-	121.48	60.74	60.74	60.74	60.74	-	60.74	125.48	60.74
Annual Playground Inspection	PRK	80.00	72.50		-	-	-	-	72.50	-	-	-	-	-	-	-
Community Garden	CGD	1,000.00	425.31		343.23	-	82.08	-	-	-	-	-	-	-	-	-
Payroll	PAY	3,500.00	3,421.03		-	450.88	398.65	514.46	257.03	257.23	257.03	257.23	257.03	257.23	257.23	257.03
Payroll Administration	PAD	165.00	147.00		48.00	-	-	33.00	-	33.00	-	-	-	33.00	-	-
HMRC	PAY	1,000.00	1,017.84		-	-	-	-	373.32	449.80	-	-	-	66.12	64.20	64.40
Grass Cutting	MOW	4,200.00	3,419.54		-	673.19	-	1,098.54	549.27	549.27	-	-	-	-	-	549.27
Toilets	LOO	1,000.00	732.57		-	-	94.12	-	-	-	-	-	41.10	27.67	556.77	12.91
Internal Audit	AUD	500.00	-		-	-	-	-	-	-	-	-	-	-	-	-
External Audit	AUD	250.00	315.00		-	-	-	-	-	315.00	-	-	-	-	-	-
Website	WEB	370.00	362.37		19.99	19.99	139.99	19.99	19.99	19.99	19.99	19.99	19.99	19.99	19.99	22.48
Insurance	INS	300.00	683.46		-	256.46	-	-	-	-	-	-	-	427.00	-	-
Plants	PLA	1,500.00	368.92		-	-	-	368.92	-	-	-	-	-	-	-	-
Watering	WAT	950.00	-		-	-	-	-	-	-	-	-	-	-	-	-
Rent (including rent for events)	REN	550.00	461.12		-	-	-	-	-	-	-	-	-	461.12	-	-
Events	EVE	2,200.00	1,118.28		-	-	-	-	-	-	-	202.28	916.00	-	-	-
Christmas Tree	XMS	2,400.00	1,950.00		-	-	-	-	-	-	-	1,950.00	-	-	-	-
Subscriptions to LALC & NALC	SUB	125.00	97.52		-	-	-	-	-	-	-	97.52	-	-	-	-
Subscription for Office 365	SUB	55.00	55.00		-	-	-	-	-	-	-	55.00	-	-	-	-
Subscription for ICO	SUB	25.00	-		-	-	-	-	-	-	-	-	-	-	-	-
Consumables	CON	100.00	24.99		-	-	-	-	-	-	-	-	-	-	24.99	-
Training	TRA	300.00	72.00		-	-	-	-	-	-	-	72.00	-	-	-	-
Community Grants	GRA	1,500.00	1,000.00		-	-	-	-	-	-	-	-	-	-	500.00	500.00
<b>CONTINGENCY</b>		1,000.00	-		-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>26,370.00</b>	<b>18,085.01</b>		<b>471.96</b>	<b>1,491.63</b>	<b>714.84</b>	<b>2,156.39</b>	<b>1,332.85</b>	<b>1,685.03</b>	<b>337.76</b>	<b>3,325.76</b>	<b>1,234.12</b>	<b>1,352.87</b>	<b>2,155.32</b>	<b>1,806.48</b>

Opening Balance 01.04.2025	13,643.01
Precept	24,000.00
Other Income	5.00
Budget	<u>26,370.00</u>
Projected Closing Balance 31.03.2026	11,278.01
From Reserves	<u>2,370.00</u>

**Examined, Certified  
& Verified By:**

**Clerk & RFO**

*Valerie Howcock*

**Date:**

*CHK :*

*CHK :*

*CHK :*