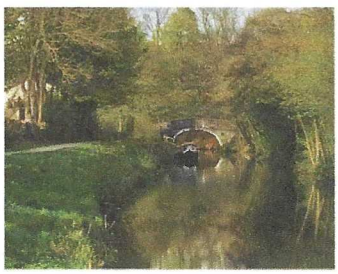
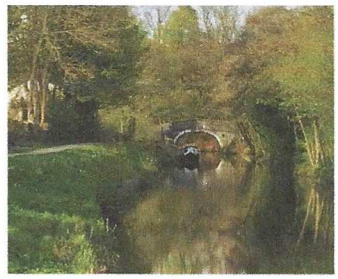
AGENDA

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 October 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 Parish Council Meeting held on 23rd September 2026.
6. **Updates on Items from Previous Meetings**

6.1 Ginnel ownership.

6.2 Jinney Well ownership.
   To discuss recent correspondence with the Management Company.

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 6th October 2026
   Update.

8. **Correspondence**

Nothing received.

9. **Toilets**

AGENDA

10. Community Garden

10.1 To consider Constitution and Risk Assessment documentation.

11. Assets & Maintenance Requirements

To discuss, consider and resolve where appropriate matters pertaining to Assets within the Parish.

11.1 Lengthsman

To discuss the role in more detail and consider setting up local trade accounts.

11.2 Railing Planters and Baskets

To discuss emptying railing planters and baskets.

To note that Salterforth Garden Centre is currently organising winter planting for the railing planters. Total cost for 20 liners @ £25.00 per liner will be £500.00 plus VAT.

11.3 Bench for Bus Stop

12. Events

12.1 Remembrance Day 8th November @ 11am

To discuss arrangements and requirements.

12.2 Carol Concert 8th December @7pm

To note that Earby Ukulele Group ("Uke n' Sing") have been engaged on the same T&C's as last year.

To discuss arrangements and requirements.

12.3 Christmas Party 12th December in the Village Hall

To discuss arrangements and requirements.

13. Impact Fund

To discuss current situation.

14. Planning Matters

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

14.1 Caravan on land at the bottom of Klondyke, on the left before the railway bridge, opposite Sykes Laithe, leading to Spen Farm.

To note that retrospective planning permission is required.

14.2 Planning Appeal Notification on 24/0810/FUL Land to the West of White Leys Close, Earby

To note that the applicant has appealed to the secretary of state and to discuss council submitting an additional objection by 20th November latest.

15. 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:

15.1 Cash Book (Enc) Balance on 30th September 2026 was £37,093.03

15.2 Receipts, Payments, Invoices and **Payment Schedule** for September 2026

15.3 Bank Reconciliation for September 2026 (Attached)

15.4 Bank Statement for September 2026 (Enc)

15.5 Budget Analysis 26_27 for September 2026 (Attached)

15.6 General Reserves on 30th September was £26,793.03

15.7 Earmarked Reserves on 30th September was £10,300 (Attached)

15.8 Q3_Q4 Precept Payment

To note receipt.

15.9 Forecast Budget for 26_27

To note that this is currently a work in progress and will be available for the next meeting.

15.10 Budget Proposal for 27_28

To discuss and consider requirements for a draft proposal for the next meeting.

16. 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 £
31	08	2026															28,020.66	28,020.66
02	09	2026	Sep-26	Salterforth Fun Day			Donation	BACS	-	-	-	150.00					28,170.66	
07	09	2026	Sep-26		British Gas	LOO	Electricity Bill for 3rd August to 2nd September 2026	BACS	16.12	15.36	0.76	-	805794796	26.22.05.9	04.09.2026	684966762	28,154.54	
07	09	2026	Sep-26		Kelbrook Village Hall	REN	Hall Hire for AGAR Audit 15th May 2026 (6 hrs)	BACS	66.00	66.00	-	-	5126	26.22.05.9			28,088.54	
07	09	2026	Sep-26		R Pearson	PLA	Watering Community Plants (7 occasions)	BACS	175.00	175.00	-	-	4/2026	26.22.05.9			27,913.54	
07	09	2026	Sep-26		A&G Landscapes Ltd	MTN	Playing Field Gate	BACS	1,410.00	1,175.00	235.00	-	AGLG912	26.22.07.11.1	01.08.2026	293519965	26,503.54	
08	09	2026	Sep-26		Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99	2.49	0.50	-	31786	26.22.05.9	09.09.2026	156339683	26,500.55	
14	09	2026	Sep-26		Hugo Fox Ltd	WEB	Website Hosting	DD	23.99	19.99	4.00	-	32076	26.22.05.9	15.09.2026	156339683	26,476.56	
17	09	2026	Sep-26		Councillor	MTN	Reimbursment for Chain & Lock for Playing Field Gate from Jacs	BACS	54.82	54.82	-	-	1432145	26.22.07.11.1			26,421.74	
17	09	2026	Sep-26		PKF Littlejohn	AUD	External Audit fee for 2025_26 AGAR submission	BACS	252.00	210.00	42.00	-	SB20262282	26.22.05.9	16.09.2026	440498250	26,169.74	
17	09	2026	Sep-26		Pendle Borough Council	MOW	Grass Cutting, Play Area & Goal Post Inspections	BACS	576.90	480.75	96.15	-	5173721	26.22.05.9	14.09.2026	175332564	25,592.84	
28	09	2026	Sep-26	Pendle Borough Council		PRE	Precept Payment for Q3 & Q4	BACS	-	-	-	12,000.00	FIN0361937				37,592.84	
30	09	2026	Sep-26		Clerk/RFO	PAY	Salary September 2026	BACS	499.81	499.81	-	-		26.22.05.9			37,093.03	
								Totals	**3,077.63**	**2,699.22**	**378.41**	**12,150.00**					**37,093.03**	**37,093.03**

Salterforth Parish Council **PAYMENT SCHEDULE** **SEPTEMBER 2026**

D	M	YR	DEBTOR	BUD	DESCRIPTION	TYPE	GROSS DEBIT £
07	09	2026	British Gas	LOO	Electricity Bill for 3rd August to 2nd September 2026	BACS	16.12
07	09	2026	Kelbrook Village Hall	REN	Hall Hire for AGAR Audit 15th May 2026 (6 hrs)	BACS	66.00
07	09	2026	R Pearson	PLA	Watering Community Plants (7 occasions)	BACS	175.00
07	09	2026	A&G Landscapes Ltd	MTN	Playing Field Gate	BACS	1,410.00
08	09	2026	Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99
14	09	2026	Hugo Fox Ltd	WEB	Website Hosting	DD	23.99
17	09	2026	Councillor	MTN	Reimbursment for Chain & Lock for Playing Field Gate from Jacs	BACS	54.82
17	09	2026	PKF Littlejohn	AUD	External Audit fee for 2025_26 AGAR submission	BACS	252.00
17	09	2026	Pendle Borough Council	MOW	Grass Cutting, Play Area & Goal Post Inspections	BACS	576.90
30	09	2026	Clerk/RFO	PAY	Salary September 2026	BACS	499.81
						Totals	**3,077.63**

Salterforth Parish Council **BANK RECONCILIATION** **SEPTEMBER 2026**

MONTH	Sep-26
	RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	**31.08.2026**	**£ 28,020.66**
PAYMENTS		3,077.63
RECEIPTS		12,150.00
CARRIED FORWARD BALANCE	**30.09.2026**	**£ 37,093.03**

BANK STATEMENT £

STATEMENT BALANCE	**31.08.2027**	**£ 28,020.66**
PAYMENTS		3,077.63
RECEIPTS		12,150.00
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	**30.09.2026**	**£ 37,093.03**

Salterforth Parish Council **EARMARKED RESERVES** **SEPTEMBER 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			
02.08.2026	Salterforth PC	Match Funding		5,000.00	-	5,000.00		Match Funding for Toilet Refurbishment	

Opening Balance	01.09.2026	9,300.00
Income		-
Expenditure		-
Closing Balance	30.09.2026	9,300.00

ADMINISTRATION	CAT	Budget	YTD £	Comments	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27
Clerk & RFO Salary	PAY	3,592.08	1,892.66		-	530.62	265.41	265.21	331.61	499.81						
Lengthsman Salary	PAY	2,100.00	-		-	-	-	-	-	-						
HMRC	PAY	1,400.00	265.00		-	132.60	66.20	66.20	-	-						
Payroll Admin	PAD	235.00	67.50		33.00	-	-	34.50	-	-						
Training & Development	TRA	300.00	-		-	-	-	-	-	-						
Internal Audit	AUD	494.40	500.00		-	500.00	-	-	-	-						
External Audit	AUD	216.30	210.00		-	-	-	-	-	210.00						
Website & Email Provision	WEB	500.00	134.88		22.48	22.48	22.48	22.48	22.48	22.48						
Insurance	INS	1,000.00	913.47		-	913.47	-	-	-	-						
Village Hall Rent	REN	550.00	276.00		210.00	-	-	-	-	66.00						
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**	**4,323.50**		**270.47**	**2,158.17**	**354.09**	**388.39**	**354.09**	**798.29**	-	-	-	-	-	-
			-													
SERVICES/AMENITY	**CAT**	**Budget**	**YTD £**	**Comments**	**Apr-26**	**May-26**	**Jun-26**	**Jul-26**	**Aug-26**	**Sep-26**	**Oct-26**	**Nov-26**	**Dec-26**	**Jan-27**	**Feb-27**	**Mar-27**
Community Events	EVE	2,200.00	-		-	-	-	-	-	-						
Asset Maintenance	MTN	2,000.00	1,879.82		-	650.00	-	-	-	1,229.82						
Community Garden	CGD	1,000.00	-		-	-	-	-	-	-						
Defibrillator	MTN	-	-		-	-	-	-	-	-						
Grass Cutting	MOW	3,600.00	2,210.95		-	382.13	487.28	382.13	577.28	382.13						
Community Planting	PLA	1,500.00	621.23		-	-	605.75	-	15.48	-						
Watering Up	PLA	950.00	750.00		-	-	150.00	125.00	300.00	175.00						
Toilets (General)	LOO	500.00	-		-	-	-	-	-	-						
Electricity (Toilets)	LOO	400.00	86.08		13.33	12.90	14.49	14.64	15.36	15.36						
Water (Toilets)	LOO	400.00	35.26		-	-	-	-	35.26	-						
Bi-weekly Playground Inspections	PRK	800.00	387.49		60.74	65.74	65.59	65.74	63.94	65.74						
Bi-weekly Goal Post Inspections	PRK	-	131.52		-	-	32.88	32.88	32.88	32.88						
Annual Playground Inspection	PRK	80.00	-		-	-	-	-	-	-						
Community Grants	GRA	1,500.00	-		-	-	-	-	-	-						
Xmas Tree	XMS	2,200.00	-		-	-	-	-	-	-						
Contingency		1,000.00	77.48		-	-	32.88	-	44.60	-						
Total Service/Amenities		**18,130.00**	**6,179.83**		**74.07**	**1,110.77**	**1,388.87**	**620.39**	**1,084.80**	**1,900.93**	-	-	-	-	-	-