MINUTES

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
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DRAFT MINUTES
Salterforth Parish Council Meeting
23rd September 2026
7.00pm Salterforth Village Hall

1. **Welcome**
   The Chair of the Parish Council, Cllr Pollard to welcomed all to the meeting at 7:00 pm.
2. **Attendance, Apologies and Non-attendance**
   2.1 Recorded attendees were Cllr Pollard, Cllr Latham, Cllr Fuggle, Cllr Physouni, Cllr King, and Cllr Grant.
3. **Declarations of Interest**
   None.
4. **Public Participation**
   No members of the public were present.
5. **Minutes**
   Resolved to accept and approve as an accurate representation, the draft minutes of the Parish Council Meeting held on 22nd July 2026.
6. **Updates on Items from Previous Meetings**
   6.1 Bench for Bus stop. **Resolved:** Cllr King to site at his earliest convenience.
   6.2 Ginnel ownership.
   Resolved: No further progress. Clerk & RFO to continue discussions with PBC.
   6.3 Jinney Well ownership.
   Southbeck Management Company which is now a resident run organisation currently dispute that they are now the legal owners of the well. Transfer and Title Deeds have been forwarded to them for consideration. **Resolved:** Clerk & RFO to continue discussions with the Management Company.
   6.4 Common Land
   LCC have confirmed that the Common Land Documentation held by the Parish Council reflects the information held on their register.
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 attended by Clerk & RFO 4th August 2026.
   Following the request on the 7th of July meeting, the Engineering Manager reported that there was insufficient available paving to create the link from the flagpole to the War Memorial. The cost of additional work would be £2,000. If funding were made available, the materials could be ordered (there would be a 12-week lead in) and then the works could be undertaken. The Committee agreed not to proceed with the additional work as quoted but to see if a small, grassed area could be tarmacked, within the agreed scheme, as the cost would be minimal, and save on maintenance going forward.

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7.2 West Craven Area Committee attended by Clerk & RFO 8th September 2026.
The appearance of a new access point with driveway and 5 bar gate off A6068 near the 30mph sign is currently under investigation by PBC Planning and LCC Highways.

That the funding remaining in the Legacy Fund allocations for Barnoldswick (£30,090), Kelbrook and Sough (£3,000) and Salterforth (£3,000) totalling £36,090 be offered to the respective Parish and Town Councils to spend on the play areas in their area.

8. Correspondence

Nothing received.

9. Toilets

Still issues with leaks. **Resolved:** Cllr Latham to contact plumber to arrange remedial work. Unknown spend approved due to impact on metered water bill.
The broken plastic window has been repaired.

10. Community Garden

10.1 Constitution and Risk Assessment are still a work in progress. **Resolved:** Circulate for consideration as soon as available.
10.2 Further research and discussion is required before any commitment is made to purchase new water butts. **Resolved:** Defer for consideration later.
10.3 Council were asked to consider transferring the CG Budget into Earmarked Reserves to facilitate future asset maintenance and replacement. **Resolved:** To vire £1,000 from CG Budget line into Earmarked Reserves specifically for spending on CG asset maintenance and replacement.

11. Assets & Maintenance Requirements

11.1 Playing Field Gate and Lock
Noted: Works are complete and the costs were £1,410 and £54.82 inclusive of VAT.
11.2 War Memorial Insurance.
Noted: The War Memorial has been added to Councils asset insurance with a rebuild cost of £10k with no additional premium required on current price. Rebuild cost supplied by Stevensons Memorials. The standard excess for Memorials is £500.
11.3 Lengthsman
Council considered an application for the role of Lengthsman on a zero-hour contract, self-employed, own insurance basis to carry out maintenance tasks in the Parish. Hourly rate of £20.00. **Resolved:** To accept the application with immediate effect. Clerk & RFO to organise contract with terms and conditions.
11.4 Railing Planters and Baskets
Emptying and Winter Planting was discussed. **Resolved:** Railing Planters to be emptied and planted for Winter in time for Remembrance Sunday. Baskets to be emptied and stored for use next year. Clerk & RFO to organise Winter planting with Salterforth Garden Centre using remainder of budget.
11.5 Annual Park Inspection Report
Noted: Received and discussed. **Resolved:** To ask the Lengthsman to draw up a list of requirements and appropriate action plan for consideration by council.
11.6 Grass Cutting - Cross Lane to Railway Bridge
Resolved: Add to mowing list at PBC for next year.
11.7 Notice Board
It was felt that the village notice board was under used. **Resolved:** To display current Councillor information and ways in which to contact the council. Clerk & RFO to facilitate.

12. Harry Street

A container has appeared within the boundary of the recently constructed driveway giving cause to consider its use and requirements for planning permission. The container has since been clad in wood

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giving an appearance of a large shed. **Noted:** PBC have informed the owner that planning permission is required.

13. Events

13.1 Remembrance Day

Will be held on Sunday 8th November at 11am with refreshments available in the Village Hall afterwards. **Resolved:** Events budget to be used to purchase refreshments, 20 replacement lamp post poppies and a new microphone. **Noted:** Council to engage the services of a bugler for the event.

13.2 Carol Concert

Resolved: To ask Earby Ukulele Group ("Uke n' Sing") to perform on 8th December, 7pm start. Events budget to be used to cover the cost of staging the event.

13.3 Christmas Party

Resolved: To be held on 12th December in the Village Hall. Events budget to be used to cover the cost of staging the event.

14. Impact Fund

PBC require access to the store cupboard in the toilets to carry out further assessment before a proposal can be drawn up. **Resolved:** Cllr Latham to facilitate access.

15. Legacy Fund

Noted: an additional £3,000 will be given to Salterforth Parish Council from West Craven Area Committee for specific use on play areas,

16. Planning Matters

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

Nothing.

17. FP1318009 Lane Ends Farm to canal. Waymarks removed from stile and gate posts (12513)

Cllr Fuggle reported that having reported the missing waymarks to LCC, Tom Partridge from PBC had been in touch to confirm that they would be replaced over the coming weeks. He also reported the following:

One of the issues affecting this route is that the section of footpath between the canal and the former Urban District boundary is not recorded as a public right of way, despite there being substantial historic map evidence demonstrating that it has been used as a public footpath for well over 100 years.
LCC are currently dealing with the formal process of adding the route to the Definitive Map and Statement and will be able to draw on numerous historic maps in support of the case. However, it would also be helpful to obtain contemporary evidence from people who have used the route in recent years and can confirm its long-standing public use. Evidence from regular users would greatly strengthen the application and enclosed a User Evidence Form for completion.

18. AGAR 25_26

Noted: that the Audit for 25_26 is complete and the notice of completion of audit was posted on 16th September 2026.

19. Councillor Declarations of Interest

Due to recent changes in legislation in relation to home addresses, Cllrs were asked to complete new forms for submission to PBC. Redacted forms to be posted on PBC and Salterforth website.

20. Finance

20.1to 20.5 **Resolved:** Payments, Receipts, Invoices, Cash Book, Bank Statement, Bank Reconciliation, Budget Analysis and Payment Schedule were all approved and countersigned for July & August 2026.

20.6 **General Reserves and Earmarked Reserves**

The need to distinguish between monies in General Reserves and Earmarked Reserves (monies allocated to specific projects either through match funding or incoming grants) was discussed. An Earmarked Reserves Account was presented to council for consideration and approval. **Resolved:** To approve and countersign.

20.7 **NALC Salary Scales – Pay Award**
Noted: that the pay increase is 3% payable from 1st April 2026. Hourly rate will increase from £15.31 to £16.34. This considers that the Clerk/RFO did not take the pay increase awarded for 25_26 which would have increased the hourly rate to £15.82. **Resolved:** Increase effective from 1st October 2026 with backpay from 1st April 2026.

21. Date of next Meeting.
Thursday 22nd October 2026

Meeting Closed at 8:55pm

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