

MINUTES

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
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DRAFT MINUTES

Salterforth Parish Council Meeting
29th April 2026
7.00pm Salterforth Village Hall

1. Welcome

The Chair of the Parish Council, Cllr Pollard to welcomed all to the meeting at 7pm.

2. Attendance, Apologies and Non-attendance

2.1 Recorded attendees were Cllr Pollard, Cllr Latham, Cllr Fuggle, Cllr King. Apologies were received and accepted on behalf of Cllr. Grant.

3. Declarations of Interest

None.

4. Public Participation

None.

5. Minutes

Resolved to accept and approve as an accurate representation, the draft minutes of the meeting held on 25th March 2026.

6. Updates on items from Previous Meetings

1. Bench for Bus Stop.

Resolved: Cllr King to site at his earliest convenience.

2. Ginnel Ownership

Land Registry search confirms that PBC are the owners and would therefore be responsible for maintenance. **Resolved:** Clerk to discuss finding with PBC and report back.

3. Jinney Well Ownership

Land Registry search confirms that Seddon Homes Management Company purchased the land in June 2022. It was previously common land and council have not been consulted on this matter. The current management group were not aware that they potentially own it. **Resolved:** Clerk to discuss finding with PBC and report back.

4. Email Address

Noted: The new.gov.uk email address is now in use.

5. Defib Pads and Website

Resolved: Clerk to seek advice on pad lifespan and order a spare set £149.99 + VAT.

Noted: Website updated to include the defib at Dales View and the Primary School. Clerk to update availability of the school defib as Term Time from 7:30 to 6pm.

Noted: Cllr Fuggle confirmed that the light in the phone box with the defib is working and is light sensitive.

6. Book Cupboard

Noted: Final Spend was £273.62 for materials and £100.00 for labour.

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7. Reports from Meetings with other Organisations

1. West Craven Area Committee 31st March 2026.

Noted: Did not attend.

8. Correspondence

Nothing received.

9. Toilets

1. Cllr Latham confirmed that only one plumber agreed to quote for fixing the leak and confirmed that the estimated price would be around £600.00. **Resolved:** Estimate approved and work to be carried out as soon as possible.

10. Community Garden (CG)

1. The meeting was attended by a representative of the CG. A very positive discussion took place regarding councils' requirements as owners of the land and garden. Constitution, Rules, Membership, Bank Account and Finance related requirements were all discussed. The council need to finalise their insurance requirements for 2026_27 by 31st May. **Resolved:** Clerk to provide CG a written list of requirements. CG to provide Council with a full inventory for the asset register which will be used to secure the new Insurance Policy.

11. Lengthsman

1. Discussed at length again. Previous Lengthsman has been approached and is not interested. **Resolved:** Clerk to update the asset register. Enquiries to be made to find a replacement who will do casual hours and has own insurance.

12. Assets and Maintenance Requirements

1. Playing Field Gate

A & G Landscapes have confirmed that the wall is secure and will quote for a new gate.

2. Goal Posts

Clerk confirmed that Goal Post Inspections are required, and these can be added to PBC's Park Inspections on a bi-weekly basis at a cost of £16.44 + VAT. **Resolved:** Clerk to organise Goal Post Inspections with immediate effect,

13. Village Summer Planting

1. Liners and baskets are at the Garden Centre, planted up and in their polytunnel. Cost approximately £668.00 (budgeted). CG are growing flowers for the other planters in the village.

14. Events

No planned events to discuss.

15. Impact Fund

Clerk reported that the paperwork has been received from PBC with regards to the funding. Decision required is do the Council want PBC to do the work or seek individual tenders. **Resolved:** Council agreed that the scale of work would be better carried out by PBC with the clerk as the point of contact for matters that require a discussion.

16. Planning

26/0204/FUL – 28 Houses on Land off Earby Road, Salterforth. (Kennilworth Drive Side)

Noted: Objection lodged (previously circulated)

17. Finance

17.1 to 17.6 **Resolved:** Payments, Receipts, Cash Book, Bank Statement, Bank Reconciliation, Budget Analysis and Payment Schedule were all approved and countersigned for March 2026.

18. Banking

After months of trying the Clerk is now the account administrator for the Councils banking facility. Payments can be set up by the Clerk and authorisation will be required by a councillor. **Resolved:** Clerk to set up additional authorised signatories.

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19. Clerk/RFO Salary

Clerk confirmed that a salary increase should have been applied and back dated to 1st April 2025 which was not actioned. **Resolved:** Council accepted that the Clerk does not want the back pay but will take the increase from 1st April 2026 and any following increases.

20. Mowing Schedule

Council have additional needs. **Resolved:** Cllr Latham agreed to contact PBC to add the additional requirements to the mowing schedule.

21. Date of next meeting

Annual Parish Meeting – 22nd May at 7pm

Annual Parish Council Meeting – 22nd May following the conclusion of the Annual Parish Meeting

Parish Council Meeting – 22nd May following the conclusion of the Annual Parish Council Meeting.

Meeting closed at 8:45pm

Karen Shorrock
Clerk & RFO
Salterforth Parish Council