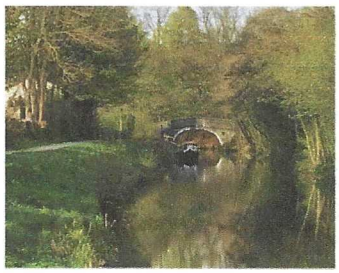
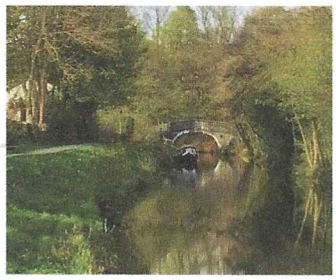
AGENDA

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
25th November 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 22nd October 2026.
6. **Updates on Items from Previous Meetings**

6.1 Ginnel ownership.
Cross Flatts Crescent to Moor View. (See Item 7.1)

6.2 Jinney Well ownership.
To discuss

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 3rd November 2026

Ginnels

- That Parish/Town Councils in West Craven be asked to encourage local residents to flag up any particular problems with ginnels in the area that were not being maintained.

- That the Engineering Manager be asked to request LCC for details of their schedule for inspection and maintenance of ginnels or confirmation of whether maintenance is completed on an ad-hoc reactionary basis.

Community Speed Watch Initiative

- That a meeting with the Parish and Town Councils, Members of this Committee and a Police representative be held to discuss the setting up of a Community Speed Watch initiative in West Craven.

Kelbrook Primary School

- That all schools in the West Craven area be invited to a meeting with representatives from the Parish/Town Councils, this Committee and LCC to discuss any possible measures or best practice that could be actioned to improve highway safety at pick up/drop off times.

8. Correspondence

Nothing received.

9. Toilets

Leak update and winter closure. (See Item 13)

10. Community Garden

10.1 Update on Constitution, Risk Assessment, and meetings with similar groups.

10.2 To discuss accessible footpath improvement requirements.

11. Assets & Maintenance Requirements

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

11.1 Lengthsman

To note that the Lengthsman will be carrying out work in the parish on a volunteer basis with no remuneration.

11.2 Trade Accounts

To note that successful applications have been made to Merrit & Fryers and Screwfix with a credit limit of £1k on each.

11.3 Winter Planting

To note that Winter planting is complete.

11.4 Bench for Bus Stop

Requires installing.

11.5 Village Christmas Tree

To note installation complete.

12. Events

12.1 Remembrance Day

To note purchase of Microphone £62.49 + VAT and, Hire of Bugler £100 using events budget.

12.2 Carol Concert 8th December @7pm

To discuss arrangements and requirements.

12.3 Christmas Party 12th December in the Village Hall

To discuss arrangements and requirements.

13. PPIF Toilet Refurbishment

To discuss current situation.

14. Planning Matters

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

14.1 26/0756/VAR Land at Field No. 0087, Earby Road, Salterforth (16/0630/OUT) Comments by 2/12/26.

THIS REFERS TO THE PROPOSED DEVELOPMENT ON THE KENNILWORTH DRIVE SIDE OF THE ROAD

14.2 26/0775/FUL Technical Detail Consent at High Laithe, Cross Lane, Salterforth (25/0377/PIP) Comments by 2/12/26.

14.3 26/0797/FUL Technical Detail Consent Land West of Whitemoor Pumping Station, High Lane, Salterforth (25/0787/PIP) Comments by 11/12/26.

AGENDA

15. Councillor Email Addresses
To note that Salterforth Parish Council is fully compliant as all councillors now have dot gov email addresses.
16. Playground Equipment
Cllr Physouni to present information and findings to council for discussion.
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 31st October 2026 was £35,608.12
17.2 Receipts, Payments, Invoices and **Payment Schedule** for October 2026
17.3 Bank Reconciliation for October 2026 (Attached)
17.4 Bank Statement for October 2026 (Enc)
17.5 Budget Analysis 26_27 for October 2026 (Attached)
17.6 General Reserves on 31st October was £25,308.12
17.7 Earmarked Reserves on 31st October 2026 was £10,300 (Attached)
17.8 Forecast Budget for 26_27 (Attached)
To discuss forecast budget and assumptions.
17.9 Budget Proposal for 27_28 (Attached)
To discuss and consider precept requirement.
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 £
08	10	2026	Oct-26		Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99	2.49	0.50	-	33071	26.22.05.9	09.10.2026	156359683	37,090.04	
12	10	2026	Oct-26		Hugo Fox Ltd	WEB	Website Hosting	DD	23.99	19.99	4.00	-	33204	26.22.05.9	13.10.2026	156359683	37,066.05	
15	10	2026	Oct-26		British Gas	LOO	Electricity Bill for 3rd September to 2nd October 2026	BACS	15.61	14.93	0.68	-	813748677	26.22.05.9	06.10.2026	684966762	37,050.44	
15	10	2026	Oct-26		Pendle Borough Council	PRK	Annual Playground Inspection 2026	BACS	89.46	74.55	14.91	-	5174850	26.22.05.9	09.10.2026	175332564	36,960.98	
15	10	2026	Oct-26		W S Accounting Ltd	PAY	Payroll Adminsitration for Q3 ending 30th Sept 2026 + FPS to HMRC	BACS	101.40	84.50	16.90	-	13442	26.22.05.9	30.09.2026	353883568	36,859.58	
15	10	2026	Oct-26		Pendle Borough Council	MOW	Grass Cutting, Play Area & Goal Post Inspections	BACS	811.08	675.90	135.18	-	5174792	26.22.05.9	07.10.2026	175332564	36,048.50	
30	10	2026	Oct-26		Clerk/RFO	PAY	Salary & Backpay October 2026	BACS	440.38	440.38	-	-		26.22.05.9			35,608.12	
								Totals	**1,484.91**	**1,312.74**	**172.17**	**-**					**35,608.12**	**35,608.12**

Salterforth Parish Council **PAYMENT SCHEDULE** **OCTOBER 2026**

D	M	YR	DEBTOR	BUD	DESCRIPTION	TYPE	GROSS DEBIT £
08	10	2026	Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99
12	10	2026	Hugo Fox Ltd	WEB	Website Hosting	DD	23.99
15	10	2026	British Gas	LOO	Electricity Bill for 3rd September to 2nd October 2026	BACS	15.61
15	10	2026	Pendle Borough Council	PRK	Annual Playground Inspection 2026	BACS	89.46
15	10	2026	W S Accounting Ltd	PAY	Payroll Adminsitration for Q3 ending 30th Sept 2026 + FPS to HMRC	BACS	101.40
15	10	2026	Pendle Borough Council	MOW	Grass Cutting, Play Area & Goal Post Inspections	BACS	811.08
30	10	2026	Clerk/RFO	PAY	Salary & Backpay October 2026	BACS	440.38
						Totals	**1,484.91**

Salterforth Parish Council **BANK RECONCILIATION** **OCTOBER 2026**

MONTH	Oct-26
	RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	**30.09.2026**	**£ 37,093.03**
PAYMENTS		1,484.91
RECEIPTS		-
CARRIED FORWARD BALANCE	**31.10.2026**	**£ 35,608.12**

BANK STATEMENT £

STATEMENT BALANCE	**30.09.2026**	**£ 37,093.03**
PAYMENTS		1,484.91
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	**31.10.2026**	**£ 35,608.12**

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	2,333.04		-	530.62	265.41	265.21	331.61	499.81	440.38					
Lengthsman Salary	PAY	2,100.00	-		-	-	-	-	-	-	-					
HMRC	PAY	1,400.00	265.00		-	132.60	66.20	66.20	-	-	-					
Payroll Admin	PAD	235.00	152.00		33.00	-	-	34.50	-	-	84.50					
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	157.36		22.48	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**	**4,870.86**		**270.47**	**2,158.17**	**354.09**	**388.39**	**354.09**	**798.29**	**547.36**	-	-	-	-	-
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	2,788.23		-	382.13	487.28	382.13	577.28	382.13	577.28					
Community Planting	PLA	1,500.00	621.23	878.77	-	-	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	101.01		13.33	12.90	14.49	14.64	15.36	15.36	14.93					
Water (Toilets)	LOO	400.00	35.26		-	-	-	-	35.26	-	-					
Bi-weekly Playground Inspections	PRK	800.00	453.23		60.74	65.74	65.59	65.74	63.94	65.74	65.74					
Bi-weekly Goal Post Inspections	PRK	-	164.40		-	-	32.88	32.88	32.88	32.88	32.88					
Annual Playground Inspection	PRK	80.00	74.55		-	-	-	-	-	-	74.55					
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**	**6,945.21**		**74.07**	**1,110.77**	**1,388.87**	**620.39**	**1,084.80**	**1,900.93**	**765.38**	-	-	-	-	-

Salterforth Parish Council **EARMARKED RESERVES** **OCTOBER 2026**

RECEIVED	PROVIDER	DESCRIPTION	REMITTANCE	AMOUNT £	SPENT £	REMAINING £	DATE SPENT	EARMARKED FOR	MINUTE REF:
29.06.2026	Pendle Borough Council	Legacy Funding	FIN0359790	4,300.00	-	4,300.00		To be decided	
02.08.2026	Salterforth PC	Match Funding		5,000.00	-	5,000.00		Match Funding for Toilet Refurbishment	
24.09.2026	Salterforth PC	Community Garden		1,000.00	-	1,000.00		CG Asset maintenance/replacement	26.23.09.10.3

Opening Balance	30.09.2026	10,300.00
Income		-
Expenditure		-
Closing Balance	31.10.2026	10,300.00

SALTERFORTH PARISH COUNCIL | FORECAST BUDGET 26_27 | NOVEMBER 2026

ADMINISTRATION	CAT	Budget	YTD £	Position £	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	4,003.04	- 410.96		-	530.62	265.41	265.21	331.61	499.81	440.38	334.00	334.00	334.00	334.00	334.00
Lengthsman Salary	PAY	2,100.00	1,000.00	1,100.00		-	-	-	-	-	-						1,000.00
HMRC	PAY	1,400.00	265.00	1,135.00		-	132.60	66.20	66.20	-	-	-	-	-	-	-	-
Payroll Admin	PAD	235.00	186.50	48.50		33.00	-	-	34.50	-	-	84.50	-	-	34.50	-	-
Training & Development	TRA	300.00	-	300.00		-	-	-	-	-	-	-	-	-	-	-	-
Internal Audit	AUD	494.40	500.00	- 5.60		-	500.00	-	-	-	-	-	-	-	-	-	-
External Audit	AUD	216.30	210.00	6.30		-	-	-	-	-	210.00	-	-	-	-	-	-
Website & Email Provision	WEB	500.00	339.84	160.16		22.48	22.48	22.48	22.48	22.48	22.48	22.48	22.48	40.00	40.00	40.00	40.00
Insurance	INS	1,000.00	913.47	86.53		-	913.47	-	-	-	-	-	-	-	-	-	-
Village Hall Rent	REN	550.00	550.00	-		210.00	-	-	-	-	66.00						274.00
Subscriptions	SUB	102.40	109.40	- 7.00		-	7.00	-	-	-	-	-	-	-	-	-	102.40
Subscription for Office 365	SUB	55.00	55.00	-		-	-	-	-	-	-	-	-	-	-	-	55.00
Subscription for ICO	SUB	52.00	52.00	-		-	52.00	-	-	-	-	-	-	-	-	-	-
Consumables	CON	100.00	4.99	95.01		4.99	-	-	-	-	-	-	-	-	-	-	-
Total Administration		**10,697.18**	**8,189.24**	**2,507.94**		**270.47**	**2,158.17**	**354.09**	**388.39**	**354.09**	**798.29**	**547.36**	**356.48**	**374.00**	**408.50**	**374.00**	**1,805.40**

SALTERFORTH PARISH COUNCIL | FORECAST BUDGET 26_27 | NOVEMBER 2026

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	1,500.00	700.00		-	-	-	-	-	-	-	-	1,500.00	-	-	-
Asset Maintenance	MTN	2,000.00	2,000.00	-		-	650.00	-	-	-	1,229.82	-	-	-	-	-	120.18
Community Garden	CGD	-	-	-		-	-	-	-	-	-						
Defibrillator	MTN	-	150.00	- 150.00		-	-	-	-	-	-	-	-	-	-	-	150.00
Grass Cutting	MOW	3,600.00	2,788.23	811.77		-	382.13	487.28	382.13	577.28	382.13	577.28	-	-	-	-	-
Community Planting	PLA	1,500.00	1,255.38	244.62		-	-	605.75	-	15.48	-	-	634.15				
Watering Up	PLA	950.00	750.00	200.00		-	-	150.00	125.00	300.00	175.00						
Toilets (General)	LOO	500.00	-	500.00		-	-	-	-	-	-	-					
Electricity (Toilets)	LOO	400.00	176.01	223.99		13.33	12.90	14.49	14.64	15.36	15.36	14.93	15.00	15.00	15.00	15.00	15.00
Water (Toilets)	LOO	400.00	326.74	73.26		-	-	-	-	35.26	-		141.48			150.00	
Bi-weekly Playground Inspections	PRK	800.00	781.93	18.07		60.74	65.74	65.59	65.74	63.94	65.74	65.74	65.74	65.74	65.74	65.74	65.74
Bi-weekly Goal Post Inspections	PRK	-	328.80	- 328.80		-	-	32.88	32.88	32.88	32.88	32.88	32.88	32.88	32.88	32.88	32.88
Annual Playground Inspection	PRK	80.00	74.55	5.45		-	-	-	-	-	-	74.55	-	-	-	-	-
Community Grants	GRA	1,500.00	-	1,500.00		-	-	-	-	-	-	-	-	-	-	-	-
Xmas Tree	XMS	2,200.00	2,000.00	200.00		-	-	-	-	-	-	-	-	-	2,000.00	-	-
Contingency		1,000.00	77.48	922.52		-	-	32.88	-	44.60	-	-	-	-	-	-	-
Total Service/Amenities		**17,130.00**	**12,209.12**	**4,920.88**		**74.07**	**1,110.77**	**1,388.87**	**620.39**	**1,084.80**	**1,900.93**	**765.38**	**889.25**	**1,613.62**	**2,113.62**	**263.62**	**383.80**

SALTERFORTH PARISH COUNCIL **BUDGET PROPOSAL 27_28** **NOVEMBER 2026**

ADMINISTRATION	CAT	Budget 26_27	Forecast 26_27	v Budget	Increase	V1 27_28	Comments
Clerk & RFO Salary	PAY	3,592.08	4,003.04	- 410.96	4%	4,420.00	Guesstimate for next years national pay award inc HMRC
Lengthsman Salary	PAY	2,100.00	1,000.00	**1,100.00**		-	**Forecast for 26_27 assumes spent on things for asset maintenance**
HMRC	PAY	1,400.00	265.00	**1,135.00**		-	**Included in Clerk & RFO Salary**
Payroll Admin	PAD	235.00	186.50	48.50		120.00	Last year included pension submission
Training & Development	TRA	300.00	-	**300.00**		-	
Internal Audit	AUD	494.40	500.00	- 5.60	5%	525.00	Assumes same provider, yet to be discussed
External Audit	AUD	216.30	210.00	6.30	5%	220.50	On line portal use may see a refund of money paid to PKF ?
Website & Email Provision	WEB	500.00	339.84	160.16	Act Cost	456.00	Includes everyone using dot gov emails
Insurance	INS	1,000.00	913.47	86.53	5%	959.14	Yr 2. Unsure if addition of war memorial will attract an increase.
Village Hall Rent	REN	550.00	550.00	-	-	550.00	Do we pay hall hire for events
Subscriptions LALC/NALC	SUB	102.40	109.40	- 7.00	-	110.00	Shared resource payed to Kelbrook & Sough PC
Subscription for Office 365	SUB	55.00	55.00	-	-	55.00	Shared resource payed to Kelbrook & Sough PC
Subscription for ICO	SUB	52.00	52.00	-	5%	54.60	Statotory requirement
Consumables	CON	100.00	4.99	95.01	-	100.00	Will need printer ink at some point but share bill with Kelbrook
Total Administration		**10,697.18**	**8,189.24**	**2,507.94**		**7,570.24**	

SALTERFORTH PARISH COUNCIL **BUDGET PROPOSAL 27_28** **NOVEMBER 2026**

SERVICES/AMENITY	CAT	Budget 26_27	Forecast 26_27	v Budget	Increase	V1 27_28	Comments
Community Events	EVE	2,200.00	1,500.00	**700.00**		1,500.00	Based on Remembrance, Carol Concert and Christmas Party
Asset Maintenance	MTN	2,000.00	2,000.00	-		2,000.00	Assuming tools are bought from last years lenghtsman salary budget
Community Garden	CGD	-	-	-	-	2,000.00	Move to Earmarked reserves on 1st April 2027
Defibrillator	MTN	-	150.00	- 150.00	5%	157.50	Annual requirement
Grass Cutting	MOW	3,600.00	2,788.23	**811.77**		3,600.00	Additional mowing to consider plus price increase
Community Planting	PLA	1,500.00	1,255.38	244.62		1,500.00	Summer and Winter Planting plus bulbs
Watering Up	PLA	950.00	750.00	200.00	-	900.00	To include siting of railing planters and baskets twice yearly
Toilets (General)	LOO	500.00	-	**500.00**		250.00	What supplies are actually required
Electricity (Toilets)	LOO	400.00	176.01	223.99	-	250.00	Not sure what effect of refurbishment will mean
Water (Toilets)	LOO	400.00	326.74	73.26	-	400.00	Not sure what effect of refurbishment will mean
Weekly Playground Inspections	PRK	800.00	781.93	18.07	5%	1,650.00	Needs to be weekly to satisfy Insurance
Weekly Goal Post Inspections	PRK	-	328.80	- 328.80	5%	700.00	Needs to be weekly to satisfy Insurance
Annual Playground Inspection	PRK	80.00	74.55	5.45	5%	78.28	Statutory Requirement
Community Grants	GRA	1,500.00	-	**1,500.00**	-	1,500.00	
Xmas Tree	XMS	2,200.00	2,000.00	200.00	-	2,200.00	
CONTINGENCY		1,000.00	77.48	**922.52**		1,000.00	Use for PBC Election re-charge if contested
Total Service/Amenities		**17,130.00**	**12,209.12**	**4,920.88**		**19,685.78**	
Total Expenditure		**27,827.18**	**20,398.36**	**7,428.82**		**27,256.02**	

Salterforth Parish Council **Forecast Income Expenditure 26_27 27_28**

	£	
Opening Balance 01.04.2026	18,495.03	
Forecast Income 26_27	25,868.01	From Precept, Vat Claim and SFD donation
Earmarked Reserves Income 26_27	7,300.00	From PBC Legacy Funding
Total Forecast Income 26_27	**51,663.04**	
Less Forecast Expenditure 26_27		
Administration	8,189.24	
Services & Amenities	12,209.12	
Earmarked Reserves 26_27	13,300.00	Toilets £5k, Legacy £7.3k, CG £1k
Total Forecast Expenditure 26_27	**33,698.36**	
Forecast Closing Balance 31.03.2027	**17,964.68**	
General Reserves 31.03.2027	**17,964.68**	Assumes all Earmarked reserves are spent as above
Opening Balance 01.04.2027	**17,964.68**	
Forecast Income 27_28	**24,150.00**	Precept plus SFD
Vat Claim for 26_27	**3,300.00**	Only if Legacy Funding is spent in 26_27
Total Forecast Income 27_28	**45,414.68**	
Forecast Expenditure from Budget 27_28	**27,256.02**	Budgeted Admin/Services & Amenities
Includes £2k CG spend from Earmarked Reserves		
Forecast Closing Balance at 31.03.2028	**18,158.66**	