MINUTES

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
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DRAFT MINUTES
Salterforth Parish Council Meeting
22nd October 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.
   Noted: Clerk & RFO advised Council that redacted DOI's have been received by PBC and will be available on the website within the next few days.
4. **Public Participation**
   Two members of the public were present who had requested to speak on Agenda Item 14 regarding a planning application received after the publication of the agenda. (See Agenda Item 14).
5. **Minutes**
   Resolved to accept and approve 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
   Council reported that the overgrown vegetation has been cleared by the vegetation owner and that the light has been repaired. **Noted:** Clerk & RFO still discussing ownership and maintenance with PBC.
   6.2 Jinney Well Ownership
   Southbeck Management Company have taken legal advice and report that Jinney Well was not part of the land sale that took place in 2022 despite PBC confirming that it was.
   Noted: Clerk & RFO to continue discussions with the Management Company. **Resolved:** Clerk & RFO to contact Seddon's with what the Parish Council believes is the current position regarding ownership.
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 6th October 2026.
   Regarding speeding cars on Salterforth Road, the committee resolved the following:

   - That the intention to erect an additional Playground warning sign on the approach from Earby towards Salterforth be welcomed.

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- That LCC be asked to reconsider reducing the speed limit on the 30mph stretch of Salterforth Road, Earby to 20mph in accordance with national guidance on designing residential streets for speeds of 20mph or lower to improve safety and placemaking.

- That LCC be asked to assess the vegetation/hedgerows/bushes on Salterforth Road to see if there were any maintenance issues or changes that could be made to improve visibility and safety for children and pedestrians.

8. Correspondence

Nothing received.

9. Toilets

Noted: Cllr Latham has contacted the plumber. Holidays have prevented work from being caried out but should be progressed soon. **Resolved:** to close the toilets after Remembrance Day on 8th November.

10. Community Garden

10.1 Constitution and Risk Assessment are still a work in progress as a formal lease/licence agreement needs to be considered. Cllr Fuggle and Clerk &RFO are in contact with similar garden/allotment groups to understand what formal arrangements they have in place that could be adopted.

Council also discussed the potential weakness with the canal bank resulting from the original groundworks carried out for the community garden. **Resolved:** Cllr Pollard to contact Canal & River Trust to discuss and report back.

11. Assets & Maintenance Requirements

11.1 Lengthsman

Available for work from 24th October. Bush behind Telephone box to be cut back and tidied up. War Memorial area may need a tidy up after the new paving work is completed prior to Remembrance Day on 8th November. A copy of the Annual Park Inspection will be given to the Lengthsman to determine what remedial work is required.

Lengthsman requires appropriate keys for council storage to assess what equipment is available. Council discussed setting up Trade Accounts for Screw Fix and Merrit & Fryers for use by the Lengthsman so invoices can be paid by BACS and VAT is recoverable. **Resolved:** Clerk & RFO to facilitate Trade Accounts on behalf of the Parish Council.

11.2 Railing Planters and Baskets

Winter planting is currently ongoing at Salterforth Garden Centre with a total cost of £500.00 plus VAT for 20 liners at £25.00 per liner. **Resolved:** Cllr Latham to organise emptying all the railing planters and to take 2 up to the garden centre to complete the winter planting.

Council also discussed the installation of the winter planted liners. Current watering contractor did the summer planters at no cost. **Resolved:** Clerk & RFO to ask watering contractor to install winter planters. Cost will be allocated to the watering budget.

11.3 Bench for Bus Stop

Requires installing.

12. Events

12.1 Remembrance Day Sunday 8th November 11am.

Arrangements are progressing well. Microphone still to be ordered and a bugler found, albeit alternative arrangements are available. Clerk & RFO confirmed that the Wreath has been ordered. Unfortunately, lamp post poppies are no longer available from the Poppy Appeal based in Earby. The British Legion want Councils to order them from their online shop at a cost of £50.00 for 10. **Resolved:** Clerk & RFO to order Microphone and everyone to continue to try and source a bugler for the Last Post and Reveille. **Resolved:** Councillors to put existing lamp post poppies up on Sunday 25th October.

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12.2 Carol Concert 8th December 7pm
Noted: Earby Ukulele Group ("Uke n' Sing") have agreed to perform on the same T's & C's as last year. Arrangements well under way.
12.3 Christmas Party 12th December 5pm
All bookings secured and arrangements in place for purchase of food and refreshments.

13. Impact Fund

Noted: No further update. PBC have contact number for access to storeroom as requested.

14. Planning Matters

14.1 **Noted:** that planning permission is required for the caravan on land at the bottom of Klondyke, on the left opposite Sykes Laithe, leading to Spen Farm.
14.2 26/0726/AGR Prior Approval Notification (Agricultural Building)
Caravan Site Lower Green Hill Farm, Kelbrook Road, Salterforth, BB18 5TG
Erection of an agricultural building (14.2m length, 3.1m eaves height, 7.5m width, 4m height to ridge)
Discussed and **Resolved:** not to object.
14.3 27/0733/FUL – RETROSPECTIVE APPLICATION
Land to the southeast of 7 Harry Street
Siting of a domestic storage container.

Two members of the public had requested to make representation on this item. Both were in favour of the application. The domestic container has been clad with wood giving the appearance of a garden shed and has been installed due to recent theft of valuable items.

The Clerk & RFO explained that this is not the first time the applicant has carried out unauthorised works at the property and subsequently needed retrospective planning. DM8 of the National Planning Policy Framework (NPPF) states: If unauthorised development is deemed intentional it should be given substantial weight when considering planning applications.

Council will not support this retrospective application as yet again, the Planning Rules have been ignored. However, the following was **Resolved:** Council agreed not to raise an objection on this occasion but urged the applicant to carry out due diligence of planning requirements before embarking on work in the future.

15. Finance

15.1 to 15.7 **Resolved:** Payments, Receipts, Invoices, Cash Book, Bank Statement, Bank Reconciliation, Budget Analysis, Payment Schedule, and Earmarked Reserves were all approved and countersigned for September 2026.
15.8 **Noted:** Q3 & Q4 precept payment of £12,000 has been received.
15.9 **Noted:** Clerk & RFO reported that the Forecast Budget for 26_27 will be available for the November meeting.
15.10 Clerk & RFO is currently working on a draft budget proposal for 27_28 including precept proposal which will be available for consideration at the November meeting. All Councillors were asked to consider budget requirements for 27_28 in readiness for the November meeting.

16. Date of next Meeting.

Wednesday 25th November 7pm

Meeting Closed at 9.00 pm

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