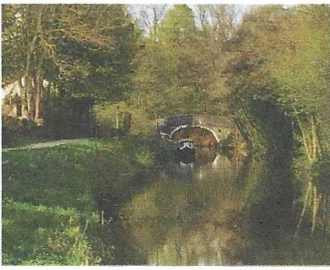
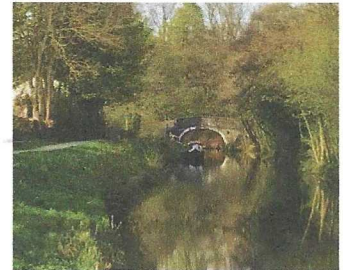


AGENDA

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 23rd September 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 July 2026.

6. Updates on Items from Previous Meetings

6.1 Bench for Bus stop.

6.2 Ginnel ownership.

6.3 Jinney Well ownership.

To discuss recent correspondence with the Management Company.

6.4 Common Land in Salterforth

To discuss the results of the recent search information provided by PBC via LCC.

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 4th August 2026

Update on Flagpole and proposed path.

AGENDA

7.2 West Craven Area Committee 8th September 2026.

Appearance of new driveway and gate off A6068 near 30mph sign.

Update on remaining unallocated WCAC Legacy Funding.

8. Correspondence

Nothing received.

9. Toilets

10. Community Garden

10.1 To consider Constitution and Risk Assessment documentation.

10.2 To consider purchasing new water butts.

10.3 To consider transferring the Community Garden budget to Earmarked Reserves

11. Assets & Maintenance Requirements

11.1 Playing Field Gate and Lock

To note that works are complete and the costs were £1,410 and £54.82 inclusive of VAT.

11.2 War Memorial Insurance

To note that 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

To discuss potential appointment.

11.4 Railing Planters and Basket

To discuss emptying, storage, and/or winter/spring planting. Remaining budget is £621.23 net.

11.5 Annual Park Inspection Report

To note receipt and discuss potential action.

11.6 Grass Cutting

Cross Lane to Railway Bridge.

11.7 Notice Board

12. Harry Street

To discuss current situation relating to the siting of a wooden clad container/shed in a domestic garden.

13. Events

13.1 Remembrance Day

13.2 Carol Concert

13.3 Christmas Party

To discuss dates and arrangements for this year.

14. Impact Fund

To discuss current situation.

15. Legacy Fund

To note that an additional £3,000 will be given to Salterforth Parish Council from West Craven Area Committee for specific use on Park improvements.

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)

To provide an update.

18. AGAR 25_26

To note 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

To update council relating to recent changes in legislation and to ask for completion of new forms for submission to PBC.

AGENDA

20. 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:

20.1 Cash Book (Enc) Balance on 31st July 2026 was £29,602.73. Balance on 31st August was £28,020.66.

20.2 Receipts, Payments, Invoices and **Payment Schedule** for July & August 2026.

20.3 Bank Reconciliation for July & August 2026 (Attached)

20.4 Bank Statement for July & August 2026 (Enc)

20.5 Budget Analysis 26_27 for July & August 2026 (Attached)

20.6 General Reserves and Earmarked Reserves

To discuss the need to distinguish between monies in General Reserves and monies allocated to specific projects either through match funding or incoming grants.

General Reserves on 31st August 2026 was £18,720.66.

Earmarked Reserves on 31st August 2026 was £9,300 (Attached)

20.7 NALC Salary Scales – Pay Award

To discuss the recently settled pay award for 26_27 for Clerks & RFO's.

To note 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.

21. 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 £	
																	30,719.79	30,719.79	
07	07	2026	Jul-26		British Gas	LOO	Electricity Bill for 3rd June to 2nd July 2026	BACS	15.37	14.64	0.73	-	857680669	26.22.05.9	06.07.2026	684966762	30,704.42		
07	07	2026	Jul-26		W S Accounting Ltd	PAY	Payroll Adminsitration for Q2 ending 30th June 2026	BACS	41.40	34.50	6.90	-	12300	26.22.05.9	30.06.2026	353883569	30,663.02		
07	07	2026	Jul-26		HMRC	PAY	Clerk/RFO Tax obligation on account	BACS	66.20	66.20	-	-	Month 4 July 26	26.22.05.9			30,596.82		
07	07	2026	Jul-26		R Pearson	PLA	Watering Community Plants (5 occasions)	BACS	125.00	125.00	-	-	2/2026	26.22.05.9	02.07.2026		30,471.82		
07	07	2026	Jul-26		Pendle Borough Council	MOW	Grass Cutting & Play Area Inspection 01.06.2026 & 16.06.2026	BACS	576.90	480.75	96.15	-	5171784	26.22.05.9	01.07.2026	175332564	29,894.92		
08	07	2026	Jul-26		Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99	2.49	0.50	-	29370	26.22.05.9	09.07.2026	156339683	29,891.93		
13	07	2026	Jul-26		Hugo Fox Ltd	WEB	Website Hosting	DD	23.99	19.99	4.00	-	29609	26.22.05.9	14.07.2026	156339683	29,867.94		
29	07	2026	Jul-26		Clerk/RFO	PAY	Salary July 2026	BACS	265.21	265.21	-	-	Month 4 July 26	26.22.05.9			29,602.73		
Totals									1,117.06	1,008.78	108.28	-						29,602.73	29,602.73

Examined, Certified
& Verified By:
Clerk & RFO
Karen Shawlock
Date: 3/8/26

CHAIR:

CLK:

CLK:

D	M	YR	DEBTOR	BUD	DESCRIPTION	TYPE	GROSS DEBIT £
07	07	2026	British Gas	LOO	Electricity Bill for 3rd June to 2nd July 2026	BACS	15.37
07	07	2026	W S Accounting Ltd	PAY	Payroll Adminsitration for Q2 ending 30th June 2026	BACS	41.40
07	07	2026	HMRC	PAY	Clerk/RFO Tax obligation on account	BACS	66.20
07	07	2026	R Pearson	PLA	Watering Community Plants (5 occasions)	BACS	125.00
07	07	2026	Pendle Borough Council	MOW	Grass Cutting & Play Area Inspection 01.06.2026 & 16.06.2026	BACS	576.90
08	07	2026	Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99
13	07	2026	Hugo Fox Ltd	WEB	Website Hosting	DD	23.99
29	07	2026	Clerk/RFO	PAY	Salary July 2026	BACS	265.21

Totals **1,117.06**

**Examined, Certified
& Verified By:**

Clerk & RFO

Valen Shawlock

Date: 31/8/26

CHAK :

cul :

cul :

MONTH

Jul-26
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE

30.06.2026	£ 30,719.79
	1,117.06
	-
31.07.2026	£ 29,602.73

PAYMENTS

RECEIPTS

CARRIED FORWARD BALANCE

BANK STATEMENT £

STATEMENT BALANCE	30.06.2026	£ 30,719.79
PAYMENTS		1,117.06
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.07.2026	£ 29,602.73

Examined, Certified
& Verified By:

Clerk & RFO



Date: 3/8/26

CHANK:

CUR:

CUR:

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			

Opening Balance	01.07.2026	<u>4,300.00</u>
Income		-
Expenditure		-
Closing Balance	30.06.2026	<u>4,300.00</u>

**Examined, Certified
& Verified By:**

Clerk & RFO

Karen Shawcock

Date: 3/8/26

chair:

clerk:

clerk:

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	1,061.24		-	530.62	265.41	265.21								
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	-		-	-	-	-								
Website & Email Provision	WEB	500.00	89.92		22.48	22.48	22.48	22.48								
Insurance	INS	1,000.00	913.47		-	913.47	-	-								
Village Hall Rent	REN	550.00	210.00		210.00	-	-	-								
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	3,171.12		270.47	2,158.17	354.09	388.39	-	-	-	-	-	-	-	-
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	650.00		-	650.00	-	-								
Community Garden	CGD	1,000.00	-		-	-	-	-								
Defibrillator	MTN	-	-		-	-	-	-								
Grass Cutting	MOW	3,600.00	1,261.54		-	362.13	487.28	362.13								
Community Planting	PLA	1,500.00	605.75		-	-	605.75	-								
Watering Up	PLA	950.00	275.00		-	-	150.00	125.00								
Toilets (General)	LOO	500.00	-		-	-	-	-								
Electricity (Toilets)	LOO	400.00	55.38		13.33	12.90	14.49	14.64								
Water (Toilets)	LOO	400.00	-		-	-	-	-								
Bi-weekly Playground Inspections	PRK	800.00	257.81		60.74	65.74	65.59	65.74								
Bi-weekly Goal Post Inspections	PRK						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	-		-	-	-	-								
Total Service/Amenities		18,130.00	3,095.46		74.07	1,110.77	1,355.99	620.39	-	-	-	-	-	-	-	-

**Examined, Certified
& Verified By:**

Clerk & RFO

Karen Shonlock
Date: 31/8/26

check:

check:

check:

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	07	2026															29,602.73	29,602.73
05	08	2026	Aug-26		British Gas	LOO	Electricity Bill for 3rd July to 2nd August 2026	BACS	16.12	15.36	0.76	-	810561018	26.22.05.9	04.08.2026	884966762	29,586.61	
05	08	2026	Aug-26		Pendle Borough Council		Common Land Search Fee	BACS	44.60	44.60	-	-	Common Land	26.22.07.6.4			29,542.01	
05	08	2026	Aug-26		R Pearson	PLA	Watering Community Plants (12 occasions)	BACS	300.00	300.00	-	-	3/2026	26.22.05.9			29,242.01	
05	08	2026	Aug-26		Pendle Borough Council	MOW	Grass Cutting, Play Area & Goal Post Inspections	BACS	808.92	674.10	134.82	-	5172696	26.22.05.9	03.08.2026	175332564	28,433.09	
10	08	2026	Aug-26		Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99	2.49	0.50	-	30714	26.22.05.9	11.08.2026	156339683	28,430.10	
12	08	2026	Aug-26		Hugo Fox Ltd	WEB	Website Hosting	DD	23.99	19.99	4.00	-	30787	26.22.05.9	13.08.2026	156339683	28,406.11	
20	08	2026	Aug-26		Salterforth Garden Centre	PLA	Bug Spray and Tomato Food for Community Plants	BACS	18.58	15.48	3.10	-	1111	26.22.05.9	12.08.2026	633987890	28,387.53	
20	08	2026	Aug-26		Yorkshire Water Business Stream	LOO	Water usage for 13th May to 12th August 2026	BACS	35.26	35.26	-	-	11446478	26.22.05.9	13.08.2026		28,352.27	
28	08	2026	Aug-26		Clerk/RFO	PAY	Salary August 2026	BACS	331.61	331.61	-	-		26.22.05.9			28,020.66	
Totals									1,582.07	1,438.89	143.18	-					28,020.66	28,020.66

Examined, Certified
& Verified By:
Clerk & RFO

Verfuer

Date: 8/9/26

CHAIR:

CLK:

CLK:

D	M	YR	DEBTOR	BUD	DESCRIPTION	TYPE	GROSS DEBIT £
05	08	2026	British Gas	LOO	Electricity Bill for 3rd July to 2nd August 2026	BACS	16.12
05	08	2026	Pendle Borough Council		Common Land Search Fee	BACS	44.60
05	08	2026	R Pearson	PLA	Watering Community Plants (12 occasions)	BACS	300.00
05	08	2026	Pendle Borough Council	MOW	Grass Cutting, Play Area & Goal Post Inspections	BACS	808.92
10	08	2026	Hugo Fox Ltd	WEB	Dot Gov Email provision	DD	2.99
12	08	2026	Hugo Fox Ltd	WEB	Website Hosting	DD	23.99
20	08	2026	Salterforth Garden Centre	PLA	Bug Spray and Tomato Food for Community Plants	BACS	18.58
20	08	2026	Yorkshire Water Business Stream	LOO	Water usage for 13th May to 12th August 2026	BACS	35.26
28	08	2026	Clerk/RFO	PAY	Salary August 2026	BACS	331.61

Total 1,582.07

Examined, Certified
& Verified By:
Clerk & RFO
Barbara Skewlock
Date: 8/9/26

check:

cul:

cul:

MONTH

Aug-26
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE

31.07.2026	£ 29,602.73
	1,582.07
	-
31.08.2026	£ 28,020.66

PAYMENTS

RECEIPTS

CARRIED FORWARD BALANCE

BANK STATEMENT £

STATEMENT BALANCE	31.07.2026	£ 29,602.73
PAYMENTS		1,582.07
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.08.2026	£ 28,020.66

Examined, Certified
& Verified By:

Clerk & RFO

Valerie Shawcock
Date: 8/9/26

CHAIR:

CLERK:

RFO:

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	01.08.2026	<u>4,300.00</u>
Income	02.08.2026	5,000.00
Expenditure		<u>-</u>
Closing Balance	31.08.2026	<u>9,300.00</u>

Examined, Certified
& Verified By:

Clerk & RFO

Kebal Shawlock

Date: 8/9/26

curk:

curk:

curk:

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	1,392.85		-	530.62	265.41	265.21	331.61							
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	-		-	-	-	-	-							
Website & Email Provision	WEB	500.00	112.40		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	210.00		210.00	-	-	-	-							
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	3,525.21		270.47	2,158.17	354.09	388.39	354.09	-	-	-	-	-	-	-
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	650.00		-	650.00	-	-	-							
Community Garden	CGD	1,000.00	-		-	-	-	-	-							
Defibrillator	MTN	-	-		-	-	-	-	-							
Grass Cutting	MOW	3,600.00	1,828.82		-	382.13	487.28	382.13	577.28							
Community Planting	PLA	1,500.00	621.23		-	-	605.75	-	15.48							
Watering Up	PLA	950.00	575.00		-	-	150.00	125.00	300.00							
Toilets (General)	LOO	500.00	-		-	-	-	-	-							
Electricity (Toilets)	LOO	400.00	70.72		13.33	12.90	14.49	14.64	15.36							
Water (Toilets)	LOO	400.00	35.28		-	-	-	-	35.28							
Bi-weekly Playground Inspections	PRK	800.00	321.75		60.74	65.74	65.59	65.74	63.94							
Bi-weekly Goal Post Inspections	PRK	-	98.64		-	-	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	4,278.90		74.07	1,110.77	1,388.87	620.39	1,084.80	-	-	-	-	-	-	-

**Examined, Certified
& Verified By:**
Clerk & RFO
Valued Skowback
Date: 8/9/26

check:

cur:

cur: