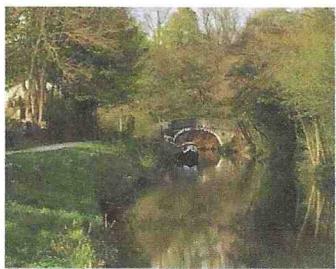
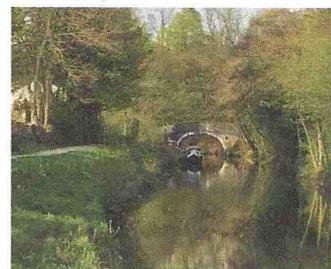


AGENDA

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
Salterforth Village Hall
Chapel Hill
Salterforth, Lancashire BB18 5TU
Email: salterforthparishcouncil@gmail.com
Website: www.salterforthpc1.org



**Salterforth Parish Council
21st January 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, Cllr Pollard to welcome all to the meeting at 7pm.

2. Attendance, Apologies and Non-attendance

2.1 To record attendance, and non-attendance.
2.2 To record written apologies for absence.

3. Declarations of Interest

To receive declarations of personal interest in any matter identified in this agenda.

A member with a disclosable interest in any item may not participate in any discussion of the matter at the meeting. In addition, a member with a disclosable interest shall leave the room where the meeting is held while any discussion or voting takes place.

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 salterforthparishcouncil@gmail.com at least 24 hours prior to the meeting.

Questions for Council requiring a more detailed answer should be sent via post/email to the Clerk using the Village Hall address or at salterforthparishcouncil@gmail.com one week prior to the meeting.

5. To approve and accept as an accurate representation, the draft minutes of the meeting held on 15th October 2025.

6. Updates on Items from Previous Meetings

6.1 Bench for Bus stop.

Purchase Order 25151061 refers (Enc)

6.2 Salterforth School Grant Application.

6.3 Harry Street

AGENDA

6.4 War Memorial Inspection.

6.5 Ginnel and Overgrown Footpath

Love Clean Streets – Reference No. 5047666.

6.6 Email Address

7. Reports from Meetings with other Organisations

To receive for information purposes, verbal or written reports from Councillors on any such meetings attended. These should be notified to the Clerk/RFO in advance of the agenda so that they can be listed; and in the case of written reports, so that they can be circulated to Councillors prior to the meeting.

7.1 West Craven Area Committee 4th Nov, 2nd Dec 2025. Written apologies sent for 6th Jan 2026.

7.2 Pendle Borough Council 26th Nov 2025 regarding Village Car Park. See agenda item 9.

7.3 Pendle Borough Council 9th Jan 2026 regarding Pride in Place Impact Fund. See agenda item 19.

8. Correspondence

8.1 Dales View Grant Application. (Enc)

9. Village Car Park

10. Toilets

9.1 General update.

9.2 Electricity

9.3 Water

9.4 Insurance

11. Community Garden

Update on requirements for the CG Group.

12. Defibrillator

13. Book Cupboards

14. Bus Shelter Improvements

15. Anchor

16. Inghamite Chapel Donation

17. Events

18. Planning Matters

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

18.1 25/0835/FUL Change of use of part of former church (Use Class F1 (f)) to 1 no. dwelling (Use Class C3) including alterations to window openings at Inghamite Chapel, Earby Road, Salterforth.

19. Pride of Place Impact Fund

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) – Oct, Nov, Dec 2025. Balance as of 31st Dec 2025 £23,876.46

20.2 Receipts and Payments from 1st October to 31st December 2025

20.3 Bank Reconciliation for Oct, Nov, Dec 2025 (Attached)

20.4 Bank Statements for Oct, Nov, Dec 2025 (Enc)

20.5 Budget Analysis 25_26 (Attached)

20.6 Budget for 26_27

Clerk to present 2025_26 budget forecast and 2026_27 v3 budget proposal.

21. Precept Amount for 26_27

22. Lengthsman

23. 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 £	C/F £
13	10	2025	193		Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	19085	2025.23.07.22.6	08.10.25	156359683	29,221.67		
29	10	2025	193		Pendle Borough Council	LGT	Play Area Inspection 2nd & 16th September 2025	MB	72.89	60.74	12.15	-	5162216	2025.23.07.22.7	24.10.25	175332564	29,148.78		
29	10	2025	193		Clerk/RFO	PAY	October 2025 Salary	MB	257.03	257.03	-	-	Oct Salary	2025.23.07.22.7			28,691.75		
								Total £	353.91	337.76	16.15	-					28,891.75	28,891.75	

Examined, Certified

& Verified By:

Clerk & RFO

Barry Shawlock

Date: 5/11/25.

Chair

clerk

clerk.

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 £
01	11	2025															28,891.75	28,891.75
05	11	2025	194	Kelbrook & Sough Parish Council	Shared Resources	MB		225.00	225.00	-	-	Email	25.11.10.15				28,666.75	
10	11	2025		Bethany Whitaker	EVE Remembrance Day Buns	MB		120.00	120.00	-	-						28,546.75	
12	11	2025		Hugo Fox (Gocardless)	WEB Website Hosting	DD		23.99	19.99	4.00	-	20141	2025.23.07.22.6	07.11.2025	156359683		28,522.76	
26	11	2025		Barnoldswick Town Council	EVE 40 Selection Boxes & 26 Sweet Tubes	BACS		65.74	54.78	10.96	-	SI-328		19.11.2025	GB 445985250		28,457.02	
26	11	2025		Pendle Borough Council	LGT Play Area inspection 2nd & 25th October	BACS		72.89	60.74	12.15	-	5162756	2025.23.07.22.7	05.11.2025	175332584		28,384.13	
26	11	2025		Broxap Ltd	MTN Recycled 'Irvine' Plastic Bench	BACS		733.20	611.00	122.20	-	340772		14.11.2025	GB 592526420		27,650.93	
26	11	2025		Stately Lighting	XMS Xmas Tree and Lighting installation & removal	BACS		2,340.00	1,950.00	390.00	-	1157		19.11.2025	213991308		25,310.93	
28	11	2025		Clerk/RFO	EVE Remembrance Day Wreath	BACS		27.50	27.50	-		Remembrance					25,283.43	
28	11	2025		Clerk/RFO	PAY November Salary	BACS		257.23	257.23	-	-	Nov Salary	2025.23.07.22.7				25,026.20	25,026.20
								Total £	3,865.55	3,326.24	539.31		-					

Examined, Certified
& Verified By:
Clerk & RFO

Valerie Shawcock
Date: 7/11/25

Chair

clerk

clerk

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 £
01	12	2025															25,026.20	25,026.20
03	12	2025			Aldi	EVE	Childrens Christmas Party and Carol Concert	CARD	124.89	124.89	-	-	NO	2025.24.09.14				24,901.31
04	12	2025			Councillor Reimburse	EVE	Childrens Christmas Party and Carol Concert	BACS	25.45	25.45	-	-	NO	2025.24.09.14				24,875.86
04	12	2025			Councillor Reimburse	EVE	Christmas Decorations for Village Hall Events via Amazon	BACS	57.34	47.77	9.57	-	Amazon	2025.24.09.14				24,818.52
05	12	2025			Pound Stretcher	EVE	Childrens Christmas Party and Carol Concert	CARD	52.32	52.32	-	-	NO	2025.24.09.14				24,766.20
05	12	2025			Clare Di Caprio	EVE	Xmas Igloo Dome Hire	BACS	140.00	140.00	-			2025.24.09.14				24,626.20
05	12	2025			The Little Party People	EVE	Retro Party Package for Xmas Party	BACS	230.00	230.00	-			2025.24.09.14				24,396.20
08	12	2025	Resident				Donation	BACS				100.00						24,496.20
08	12	2025			Aldi	EVE	Childrens Christmas Party and Carol Concert	CARD	177.23	177.23	-	-	NO	2025.24.09.14				24,318.97
08	12	2025			Councillor Reimburse	EVE	Christmas Decorations for Village Hall Events	BACS	18.34	18.34	-	-	NO	2025.24.09.14				24,300.63
08	12	2025			Kevin Griffiths	EVE	Santa Christmas Party	BACS	100.00	100.00	-		Santa	2025.24.09.14				24,200.63
12	12	2025			Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	21149	2025.23.07.22.6	15.12.2025	156359883	24,176.64	
16	12	2025			British Gas	LOO	Electricity for Toilets 2nd Nov - 2nd Dec 2025	BACS	43.15	41.10	2.05	-	808692863	2025.15.10.9	04.12.2025	684966762	24,133.49	
29	12	2025			Clerk/RFO	PAY	December Salary	BACS	257.03	257.03	-	-	Dec Salary	2025.23.07.22.7			23,876.46	23,876.46
									Total £	1,249.74	1,234.12	15.62	100.00					

Examined, Certified
& Verified By:
Clerk & RFO

Karen Stanwick

Date: 13/1/26

charl

curl

cllr

MONTH

Oct-25
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE

30.09.2025	£ 29,245.66
	353.91
	-
31.10.2025	£ 28,891.75

PAYMENTS

RECEIPTS

CARRIED FORWARD BALANCE

BANK STATEMENT £

STATEMENT BALANCE	30.09.2025	£ 29,245.66
PAYMENTS		353.91
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.10.2025	£ 28,891.75

Examined, Certified
 & Verified By:
 Clerk & RFO

Karen Shawcock
 Date: 23/11/25

MONTH	Nov-25
	RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	31.10.2025	£ 28,891.75
PAYMENTS		3,865.55
RECEIPTS		-
CARRIED FORWARD BALANCE	30.11.2025	£ 25,026.20

BANK STATEMENT £

STATEMENT BALANCE	31.10.2025	£ 28,891.75
PAYMENTS		3,865.55
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	30.11.2025	£ 25,026.20

Examined, Certified
& Verified By:
Clerk & RFO

Veron Shawcock

Date: 23/11/25

CH&R

CH&R

CH&R

MONTH

Dec-25

RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	30.11.2025	£ 25,026.20
PAYMENTS		1,249.74
RECEIPTS		100.00
CARRIED FORWARD BALANCE	31.12.2025	£ 23,876.46

BANK STATEMENT £

STATEMENT BALANCE	30.11.2025	£ 25,026.20
PAYMENTS		1,249.74
RECEIPTS		100.00
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.12.2025	£ 23,876.46

Examined, Certified
& Verified By:
Clerk & RFO

Baron Shawcock

Date: 13/11/26

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ITEM	CAT	BUDGET £	YTD £	Comments	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Maintenance	MTN	2,500.00	611.00		-	-	-	-	-	-	-	611.00	-			
Bi-Weekly Playground Inspection	PRK	800.00	516.29		60.74	91.11	-	121.48	60.74	60.74	60.74	60.74	-			
Annual Playground Inspection	PRK	80.00	72.50		-	-	-	-	72.50	-	-	-	-			
Community Garden	CGD	1,000.00	425.31		343.23	-	82.08	-	-	-	-	-	-			
Payroll	PAY	3,500.00	2,649.54		-	450.88	398.65	514.46	257.03	257.23	257.03	257.23	257.03			
Payroll Administration	PAD	165.00	114.00		48.00	-	-	33.00	-	33.00	-	-	-			
HMRC	PAY	1,000.00	823.12		-	-	-	-	373.32	449.80	-	-	-			
Grass Cutting	MOW	4,200.00	2,870.27		-	673.19	-	1,098.54	549.27	549.27	-	-	-			
Toilets	LOO	1,000.00	135.22		-	-	94.12	-	-	-	-	-	41.10			
Internal Audit	AUD	500.00	-		-	-	-	-	-	-	-	-	-			
External Audit	AUD	250.00	315.00		-	-	-	-	-	315.00	-	-	-			
Website	WEB	370.00	299.91		19.99	19.99	139.99	19.99	19.99	19.99	19.99	19.99	19.99	19.99	19.99	
Insurance	INS	300.00	256.46		-	256.46	-	-	-	-	-	-	-	-	-	-
Plants	PLA	1,500.00	368.92		-	-	-	368.92	-	-	-	-	-	-	-	
Watering	WAT	950.00	-		-	-	-	-	-	-	-	-	-	-	-	
Rent (including rent for events)	REN	550.00	-		-	-	-	-	-	-	-	-	-	-	-	
Events	EVE	2,200.00	1,118.28		-	-	-	-	-	-	-	202.28	916.00			
Christmas Tree	XMS	2,400.00	1,950.00		-	-	-	-	-	-	-	1,950.00	-			
Subscriptions to LALC & NALC	SUB	125.00	97.52		-	-	-	-	-	-	-	97.52	-			
Subscription for Office 365	SUB	55.00	55.00		-	-	-	-	-	-	-	55.00	-			
Subscription for ICO	SUB	25.00	-		-	-	-	-	-	-	-	-	-			
Consumables	CON	100.00	-		-	-	-	-	-	-	-	-	-	-	-	
Training	TRA	300.00	72.00		-	-	-	-	-	-	-	72.00	-			
Community Grants	GRA	1,500.00	-		-	-	-	-	-	-	-	-	-	-	-	
CONTINGENCY		1,000.00	-		-	-	-	-	-	-	-	-	-	-	-	
Total		26,370.00	12,750.34		471.96	1,491.63	714.84	2,156.39	1,332.85	1,685.03	337.76	3,325.76	1,234.12	-	-	-

Opening Balance 01.04.2025	13,643.01
Precept	24,000.00
Other Income	5.00
Budget	<u>26,370.00</u>
Projected Closing Balance 31.03.2026	11,278.01
From Reserves	<u>2,370.00</u>

Examined, Certified
& Verified By:

Clerk & RFO

Karen Shawcock

Date: 13/1/26

Chair

CLR

CLR

ADMINISTRATION	CAT	Budget 25_26	Forecast 25_26	Forecast Notes	v3 26_27	Assumption Notes
Clerk & RFO Salary	PAY	3,500.00	3,421.03	Includes increases for ILCA/FILCA	3,592.08	5% Increase & backdated
Lengthsman Salary	PAY	-	-		2,100.00	Assumes re-employment
HMRC	PAY	1,000.00	1,018.04	Salary Stable	1,400.00	Includes Lengthsman
Payroll Admin	PAD	165.00	147.00	Stable	235.00	Includes Lengthsman
Training & Development	TRA	300.00	72.00	Assumes ILCA completed	300.00	No increase applied
Internal Audit	AUD	500.00	-	Actual cost for 2025	494.40	IA Yorkshire
External Audit	AUD	250.00	315.00	Actual cost for 2025	216.30	PKF Littlejohn
Website & Email Provision	WEB	370.00	359.88		500.00	Dot Gov emails
Insurance	INS	300.00	256.46		1,000.00	
Village Hall Rent	REN	550.00	315.00		550.00	
Subscriptions to LALC & NALC	SUB	195.03	97.52	Actual cost for 2025	102.40	5% Increase
Subscription for Office 365	SUB	110.00	55.00	Confirmed amount	55.00	No Idea
Subscription for ICO	SUB	50.00	25.00	47.00 24/25	26.25	5% Increase
Consumables	CON	100.00	-	Free Gratis for remainder of year	100.00	No increase applied
Total Administration		7,390.03	6,081.93	Total Administration	10,671.43	

SERVICES/AMENITY	CAT	Budget 25_26	Forecast 25_26	Forecast Notes	v3 26_27	Assumption Notes
Community Events	EVE	2,200.00	1,118.28		2,200.00	No increase applied
Asset Maintenance	MTN	2,000.00	611.00	Capital spend on 1 x bench	2,000.00	Includes Lengthsmans Budget
Community Garden	CGD	1,000.00	425.31	Compost	1,000.00	
Defibrillator	MTN	-	400.00	One off for service, pads and batteries	-	No maintenance required
Grass Cutting	MOW	4,200.00	2,870.27		3,000.00	Reduced due to history
Community Planting	PLA	1,500.00	368.92		1,500.00	No increase applied
Watering Up	PLA	950.00	-		-	
Toilets (General)	LOO	-	-		500.00	
Electricity (Toilets)	LOO	-	90.00		400.00	
Water (Toilets)	LOO	-	-		400.00	
Bi-weekly Playground Inspections	PRK	800.00	759.25		800.00	No increase applied
Annual Playground Inspection	PRK	80.00	72.50	Actual cost for 2025	80.00	No increase applied
Community Grants	GRA	1,500.00	1,200.00		1,500.00	
Xmas Tree	XMS	2,400.00	1,950.00		2,200.00	
Contingency		1,000.00	-		1,000.00	
Total Service/Amenities		17,630.00	9,865.53	Total Service/Amenities	16,580.00	

	CAT	Budget 25_26	Forecast 25_26	Forecast Notes	v2 26_27	Assumption Notes
Total Admin, Services & Amenities		25,020.03	15,947.46		27,251.43	
INCOME		Budget 25_26	Forecast 25_26	Forecast Notes	v2 26_27	Assumption Notes
Precept		24,000.00	24,000.00	Received	24,000.00	Precept assuming no increase
Actual VAT		-	-	Received	1,600.00	Assumed VAT
Other Income		-	467.91	Received	230.00	Other Income
Budgeted v Actual Income		24,000.00	24,467.91		25,830.00	Forecast Income for 26-27
Opening Balance on 01.04.25		13,643.01		Actual Actual Forecast Forecast	22,163.46	Opening Balance on 01.04.26
Income		24,000.00	24,467.91		25,830.00	Income
Admin, Services & Amenities		25,020.03	15,947.46		27,251.43	Admin, Services & Amenities
Closing Balance on 31.03.2026		12,622.98	22,163.46		20,742.03	Closing Balance on 31.03.27

General Reserves required to support Budget 1,421.43

General Reserves		12,622.98	22,163.46		20,742.03	
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