

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
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DRAFT MINUTES

Salterforth Parish Council Meeting
15th October 2025
7.00pm Salterforth Village Hall

25.15.10.1 Welcome

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

25.15.10.2 Attendance, Apologies and Non-attendance

2.1 Recorded attendees were Cllr Pollard, Cllr Latham, Cllr Fuggle, Cllr Grant

3.2 Apologies received and accepted from Cllr King

25.15.10.3 Declarations of Interest

None.

25.15.10.4 Public Participation

No members of the public were present

Resolved: Both parties to produce a tangible proposal for further discussion at the next meeting.

25.15.10.5 Minutes

Resolved to accept and approve as an accurate representation, the draft minutes of the meeting held on 24th September 2025.

25.15.10.6 Updates on items from Previous Meetings

6.1 Bench for Bus Stop.

Bench confirmed as fit for purpose. Clerk to order.

6.2 Salterforth School Grant Application nothing received to date.

6.3 Lengthsman activity.

Noted: RoSPA training to take place on 28th October. **Resolved:** Contract required for Lengthsman. Clerk to liaise with Barnoldswick Clerk for advice.

6.4 Harry Street.

Discussed at length regarding PRW and the siting of the gates. Planning objection already submitted.

Resolved: Clerk to submit another complaint regarding still parking on grass verge.

6.5 War Memorial Inspection.

Resolved: Inspection will be carried out December 2025.

6.6 Village Car Park

Noted: Meeting arranged for 26th November at 6:30pm in the Village Hall.

6.7 Christmas Period Events

Noted: Earby Ukelele Group booked. Clerk to ask for playlist.

6.8 Christmas Tree Provision

Noted: On order.

6.9 Remembrance Sunday

Noted: Sunday 9th November @ 11am. Arrangements in place except for the Last Post which is till a work in progress.

6.10 Ginnel and Overgrown Footpath.

Noted: Reported to Love Clean Streets, ref no. 5047666.

6.11 Annual Playground Inspection Report & Bi-Weekly Reports from PBC.

Clerk explained the difference between the two reports.

Clerk updated council on issues reported and resolved since 1st April 2025. Clerk to investigate the situation with goal post inspections.

6.12 Email Address

Noted: Ongoing.

25.15.10.7 Reports from Meetings with other Organisations

Unable to attend the WCAC meeting.

25.15.10.8 Correspondence

8.1 Email received with Grant Application from Salterforth Primary School requesting a grant towards a new toilet facility and a shed.

Resolved: Approved a grant of £500 to be paid on receipt of a completed Grant Application Form

25.15.10.9 Toilets

Clerk confirmed that the Toilet Group are ready to hand over billing responsibility to the PC,

9.1 **Resolved:** Clerk to organise a meeting with Andy Fitton to facilitate the handover.

25.15.10.10 Community Garden (CG)

10.1 Discussed at length and agreed the CG must operate with a formalised structure to include a recognised committee/steering group with a constitution, bank facility, accounts and rules for members.

Resolved: Clerk to write to council with suggestions for a more formalised structure.

25.15.10.11 Planning Matters

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

18.1 25/0202/FUL

Erection of a Shed, Salterforth Quarry, Moor Lane, Salterforth.

Resolved: No objections.

25.15.10.12 Proposed Parking Restrictions

Resolved: No objections.

25.15.10.13 AGAR 24_25

Noted: Audit complete and all documentation uploaded to website. Audit conclusions will be addressed in full.

25.15.10.14 Finance

14.1 **Resolved to approve and countersign** Cash Book Balances for September 2025.

14.2 **Resolved to approve and countersign** Receipts and Payments for September 2025.

14.3 **Resolved to approve and countersign** Bank Reconciliation for September 2025.

14.4 **Noted:** September Bank Statement not received.

14.5 **Resolved to approve and countersign** Budget Analysis for September 2025.

14.6 Budget Process for 26_27

Clerk & RFO explained how the budget process should work in relation to setting a precept amount. A draft budget is currently a work in progress, but information is still required for potential price increases. First draft to be available for the November meeting.

25.15.10.15 Shared Resources

Resolved: Approved to pay Kelbrook & Sough PC £225.00.

25.15.10.16 SAAP Assertion 10 – Digital Compliance and the Impact on Parish Councils

Clerk gave a brief explanation of the requirements in relation to 16.1 – 16.5.

Resolved: Reviewed and adopted previously circulated IT and BYOD Policy.

25.15.10.17 Defibrillator

Council is responsible for the current defibrillator which it is believed is registered on the circuit.

Guardian(s) are currently not known. The battery and pad status is also not known.

Resolved: Clerk to contact NWAS to ascertain current position and take necessary action.

25.15.10.18 Inghamite Chapel Donation

Resolved: Council to decline the offer of a donation and ask them to consider donating it to the school towards the toilet facility and shed.

25.15.10.19 Date of Next Meeting

26th November 2025 Salterforth Village Hall

Meeting Closed at 8:55pm

Karen Shorrock

Clerk & RFO

Salterforth Parish Council