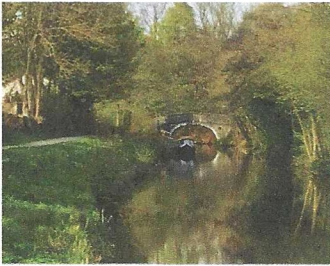
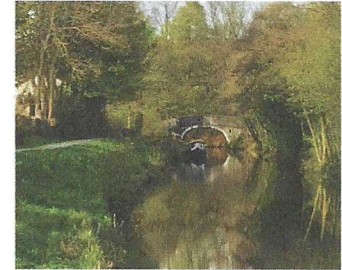


MINUTES

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
email: salterforthparishcouncil@gmail.com
website: <https://www.salterforthpc1.org>



DRAFT MINUTES

Salterforth Parish Council Meeting

25th March 2026

7.00pm Salterforth Village Hall

26.25.03.1 Welcome

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

26.25.03.2 Attendance, Apologies and Non-attendance

2.1 Recorded attendees were Cllr Pollard, Cllr Latham, Cllr Fuggle, Cllr King. Apologies were received and accepted on behalf of Cllr. Grant.

26.25.03.3 Declarations of Interest

None.

26.25.03.4 Public Participation

None.

26.25.03.5 Minutes

Resolved to accept and approve as an accurate representation, the draft minutes of the meeting held on 25th February 2026.

26.25.03.6 Updates on items from Previous Meetings

6.1 Bench for Bus Stop.

Resolved: Cllr King to site at his earliest convenience.

6.2 Salterforth School Grant Application.

Noted: Completed documentation received. Previously resolved to grant £500 (25.15.10.8).

Resolved: To make payment tomorrow 26.03.2026.

6.3 Ginnel and Overgrown Footpath.

Hedge needs cutting and handrail requires replacing. Decision to be taken once ownership determined.

Resolved: Clerk to establish ownership via Land Registry and Jinny Well.

6.4 Email Address

Noted: Mailbox set up. Clerk to migrate from Gmail to gov.uk as soon as is practicable.

6.5 Defibrillator

Noted: Serviced and now registered on the Circuit.

Discussed spare pads and paediatric pads. Cllr Fuggle has cleaned the telephone box which houses the defib. Batteries need replacing in the light.

Resolved: Clerk to investigate pads and report back. Clerk to update website and add the defibs at the school and Dale View.

6.6 Book Cupboard

Completed and now in use. Fantastic feedback received and is being well used.

26.25.03.7 Reports from Meetings with other Organisations

7.1 West Craven Area Committee 3rd March 2026.

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Attended by Cllr Pollard who delivered councils decision not to take on Salterforth village car park. WCAC intend to approach the resident's association.

26.25.03.8 Correspondence

Nothing received.

26.25.03.9 Toilets

9.1 Plumber and Cllr Latham going to assess the situation from the leak early next week. PBC have put a lock on the gent's toilet which will require breaking off to gain entry. Discussed the need to fix them given that a grant has been awarded for a full refurb.

Resolved: The toilets need to be functioning as soon as possible regardless of the grant.

26.25.03.10 Community Garden (CG)

Dates offered up by council for a meeting with the group got no response. Cllr Fuggle told council the group is meeting on Friday this week at 6pm in the polytunnel and are meeting with their banking provider on Thursday to discuss their account facilities. A discussion took place about the need to resolve the groups banking, accounting, insurance etc. There is also the issue of remedial work required to put the canal bank back to its original state as agreed with the Canal and River Trust.

Resolved: Cllrs Fuggle, Pollard, Latham, and the Clerk to attend the meeting.

26.25.03.11 Lengthsman

Unlikely that the current Lengthsman will be able to continue due to health issues.

Resolved: PBC to continue with bi-weekly park inspections. Approach the lady who previously acted as Lengthsman. Approach PBC about inspecting the goal posts. Clerk to check that the annual inspection includes the goal posts.

26.25.03.12 Events

Nothing planned.

26.25.03.13 Impact Fund

Noted: Council waiting for formal communication regarding grant funding.

26.25.03.14 PBC Legacy Fund

Council have been awarded a £4,300 grant from PBC which can be spent on capital or revenue projects. Ideas were discussed regarding how the money could be spent.

Resolved: Defer to another meeting once council are in receipt of money.

26.25.03.15 Gate

Quote received for £2,600 all in to replace the main play park gate. There is also an issue with the wall at the side of the gate. Cllr King to provide Clerk with the quote and ask if the wall can be repaired at the same time. Unsure if the quote includes VAT. Council could purchase hardware direct so that VAT can be reclaimed.

Resolved: Council approved the quotation for the gate.

26.25.03.16 Watering Up

Clerk confirmed that the same contractor that BTC use would start third week in May until the end of September. Watering would be twice a week for the railing planters, hanging baskets and the stone trough. The price is £20.00 each time with water provided by the contractor. This is in the budget.

Resolved: Council approved the budgeted spend for watering up. Council to check where the liners and baskets are so they can be delivered to Salterforth Garden Centre for planting.

26.25.03.17 Planning Matters

Nothing to consider.

26.25.03.18 Finance

18.1 – 18.5 **Resolved:** Payments, Receipts, Cash Book, Bank Statement, Bank Reconciliation and Budget Analysis were all approved and countersigned for February 2026.

26.25.03.19 Internal Control Review

Noted: Carried out by Cllr Fuggle on 19th March 2026. No issues to report.

MINUTES

26.25.03.20 AGAR 25_26

Noted: This year's audit documentation has been received in readiness for council's audit on 15th May 2026.

26.25.03.21 Date of next meeting

29th April 2026 at 7pm Salterforth Village Hall

Meeting closed at 8:20pm

Karen Shorrock

Clerk & RFO

Salterforth Parish Council

Draft

D	M	YR	DEBTOR	DESCRIPTION	GROSS DEBIT £
09	02	2026	Argos	Laminator	24.99
09	02	2026	British Gas	Electricity for Toilets 3rd January 2026 to 2nd February 2026	16.12
09	02	2026	Pendle Borough Council	Play Area Inspection 6th & 20th January 2026	60.74
09	02	2026	Pendle Borough Council	Play Area Inspection 9th & 22nd December 2025	77.69
09	02	2026	Pendle Borough Council	War Memorial Inspection	184.60
09	02	2026	Seal Calibration	New Pads & Batteries for Defibrillator prior to service	275.99
11	02	2026	Lanlee	Materials for Book Cupboard	230.48
12	02	2026	Hugo Fox (Gocardless)	Website Hosting	23.99
13	02	2026	Dales View Residents Association	Grant for Defibrillator & Heated Cabinet	500.00
20	02	2026	Lanlee	Refund for surplus materials	- 62.51
24	02	2026	Argos	Refund for faulty Laminator	- 24.99
25	02	2026	Yorkshire Water Business Stream	Water usage for 9th November 2025 to 8th February 2026 (Burst Pipes)	541.41
26	02	2026	Argos	Replacement Laminator	24.99
27	02	2026	HMRC	February Tax	64.20
27	02	2026	Clerk/RFO	February Salary	257.23
					2,194.93

**Examined, Certified
& Verified By:**

Clerk & RFO

Kelou Shawford

Date: *19/4/26*

CHK:

CHK:

CHK: