

MINUTES

SALTERFORTH PARISH COUNCIL



Chair: Cllr C. Pollard
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DRAFT MINUTES

Salterforth Parish Council Meeting
21st January 2026
7.00pm Salterforth Village Hall

26.21.01.1 Welcome

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

26.21.01.2 Attendance, Apologies and Non-attendance

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

26.21.01.3 Declarations of Interest

None.

26.21.01.4 Public Participation

2 residents were in attendance to speak on agenda item 9.

26.21.01.5 Minutes

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

26.21.01.6 Updates on items from Previous Meetings

6.1 Bench for Bus Stop.

Bench delivered. Requires assembly and siting. Clerk to provide picture and assembly instructions.

6.2 Salterforth School Grant Application nothing received to date.

6.3 Harry Street.

Discussed at length again.

Resolved: Cllr Latham to contact resident to discuss intentions and remind not to park on grass verge.

6.4 War Memorial Inspection.

Report circulated. Inspection carried out January 2026. No further lean but pointing round flags requires attention. Recommendation is for a further inspection January 2028.

Resolved: To approve remedial work to pointing.

6.5 Ginnel and Overgrown Footpath.

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

Resolved: Cllr Latham to contact LCS again.

6.6 Email Address

Noted: Now set up as a .gov.uk address. Clerk to switch to new address as soon as possible and inform relevant contacts.

26.21.01.7 Reports from Meetings with other Organisations

7.1 West Craven Area Committee. No attendance since October 25. Cllr Pollard will attend the February meeting.

7.2 PBC 26.11.2025 regarding Village Car Park – discussed under Agenda Item 9.

7.3 PBC 09.01.2026 regarding Pride of Place Impact Fund – discussed under Agenda Item 19.

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26.21.01.8 Correspondence

8.1 Dales View Grant Application

Resolved: Approve a grant of £500 towards purchase and installation of a defibrillator at Dales View on receipt of the Grant Application paperwork and that Bank Account protocol meets council requirements. Clerk to send paperwork to applicant.

26.21.01.9 Village Car Park

Clerk presented a historical narrative to council and residents with an update from the meeting with PBC held on 26th Nov 2025. Information relating to potential costs that could be incurred if council took ownership was discussed at length along with management and resources. Ownership would attract additional costs for using PBC enforcement, Business Rates, Inspection Fees, potential repairs to the access road (bridge)etc. The only avenue open to recovering the costs would be through a significant rise in precept. For these reasons council do not want to take ownership of the car park and acknowledges the potential risk as local government re-organisation moves to a Unitary Authority in 2028. A second meeting will take place with PBC on 5th February 2026 at the request of WCAC to discuss further.

Resolved: To report the outcome of the meeting with PBC at the next meeting of council in February.

26.21.01.10 Toilets

10.1 The recent leak was discussed, and the water is turned off. Refurbishment was discussed. See Agenda Item 19.

10.2 Electricity is with British Gas (online account). New 12 month contract secured giving savings of 50% on prior year costs. Billed monthly.

10.3 Water is with Yorkshire Water Business Stream (online account). Meter read remotely and billed quarterly. Given the recent leak, Clerk requested an up-to-date meter reading to submit to provider.

Resolved: Cllr Latham to provide clerk with meter reading.

10.4 Our current insurers will not provide insurance without a full building survey. Previous insurance was through West Craven Insurance Services, albeit cover is limited to the building and does not include any fittings or contents. Sum insured was for £14k. Quotation received from West Craven Insurance Services at a cost of £427.00 with building insured for £25k and £2m public liability.

Resolved: To insure toilets at a cost of £427.00 with immediate effect. Review insurance in the event of a refurbishment.

26.21.01.11 Community Garden (CG)

Current insurance covers the CG for public liability only and is reliant on relevant Risk Assessments being in place. There is currently no cover for the Poly Tunnels or any equipment. The need for a structured approach to the management of the CG was discussed at length.

Resolved: Cllr Latham to arrange for a member(s) of the CG to contact the clerk to arrange a meeting as soon as possible.

26.21.01.12 Defibrillator

Contact has been made with a provider to service the defibrillator. Awaiting confirmation of date and cost. Once serviced the device will be registered on the circuit. The costs for a service, new pads and batteries at a nearby Parish were approximately £450.00.

Resolved: To approve costs and complete as a matter of urgency.

26.21.01.13 Book Cupboards

Two designs have been sent to the school for consideration with a budget of £350.00.

Resolved: Budget approved. Cllr Latham to contact school for a design decision.

26.21.01.14 Bus Shelter Improvements

Noted: Permission granted for LCC to replace and move the shelter currently on the corner of Sandhills Close.

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26.21.01.15 Anchor

A resident has expressed concern at the way the pub windows have been boarded up (metal shutters) given that it is a listed building citing that research states that listed building consent is required for any alterations.

Resolved: Cllr Pollard to forward the information to the clerk for further investigation.

26.21.01.16 Inghamite Chapel Donation

Noted: Parish Council donation given to another village project as requested.

26.21.01.17 Events

Nothing to discuss.

26.21.01.18 Planning Matters

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

18.1 25/0835/FUL – Inghamite Chapel, Earby Road, Salterforth.

Resolved: No objections.

26.21.01.19 Pride of Place Impact Fund

The Clerk attended the meeting on 9th Jan 2026. Barnoldswick and Earby have been awarded £339k and £137k respectively for capital projects with match funding expectations from councils. The aim of the meeting was to discuss potential projects that could be completed by 31st March 2027. Given the tight timescale it was felt that there would be no time for public consultation on proposed projects. Both Barnoldswick and Earby provided lists of projects with approximate budgets. It was suggested by Cllr Whipp that projects in Salterforth could be refurbishment of the toilet block and new flagging around the War Memorial with the inclusion of a flagpole. A rough plan must be submitted in February 2026 and the final plan by May 2026.

Resolved: Cllr Latham to request quotations for refurbishment of the toilets from local businesses.

Clerk to continue to liaise with the Impact Fund team on behalf of council.

26.21.01.20 Finance

20.1 **Resolved to approve and countersign** Cash Book Balances for Oct, Nov, Dec 2025.

20.2 **Resolved to approve and countersign** Receipts and Payments Oct, Nov, Dec 2025.

20.3 **Resolved to approve and countersign** Bank Reconciliations for Oct, Nov, Dec 2025.

20.4 **Resolved to approve and countersign** Bank Statements for Oct, Nov, Dec 2025.

20.5 **Resolved to approve and countersign** YTD Budget Analysis.

20.6 Budget Process for 26_27

- Clerk/RFO presented the budget forecast for 2025_26 with projected closing bank balance on 31st March 2026. There will be an underspend of approximately £10k which is due to reduced grass cutting, watering up being taken in-house, no winter planting and not having a Lengthsman resulting in a reduction in payroll and asset maintenance spending.
- Clerk /RFO presented the proposed budget for 2026_27v3 with the precept remaining at £24k. Each line item was discussed in detail and assumptions were analysed at length. Budget was broken down into Council Administration, Services and Amenities giving a clear breakdown of spending that council must make and the provision of services and amenities that council chose to provide.

The budget for 2026_27 includes a Lengthsman salary with appropriate payroll and HMRC costs, a budget for the CG. Community planting to remain as last years budget. No budget for watering up however if the Lengthsman takes responsibility for the bi-weekly playground inspections the salary costs would include this and free up money for watering if deemed necessary.

- Budgeted income was discussed including assumed VAT, and the effect of accepting the proposed budget on the projected bank balance as of 31st March 2027 which would result in using £1,421.43 from General Reserves to support it.

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- The only potential spends not budgeted would be an amount of match funding if council are successful in receiving money for refurbishing the toilets, however it was felt that General Reserves would support councils' contribution.

Resolved: To accept the budget as presented for 2026_27 in full.

26.21.01.21 Precept Amount for 26_27

Based on councils' resolution to accept the budget proposal for 26_27 in full with no change to the precept, the following was **Resolved:** That the precept for the parish of Salterforth will remain at £24,000.00 for 2026_27. Paperwork duly signed by the Chair, two members of council and countersigned by the Clerk/RFO. To be submitted to Pendle Borough Council by Monday 2nd February 2026.

26.21.01.22 Lengthsman

Council have been without a Lengthsman for over a year which is reflected in the underspent budget for the current year. Now available to resume work, a meeting is required to establish what tasks can be undertaken and on what basis. The intention is for the Lengthsman to assess the condition of council assets and advise what work is required using the asset register and the annual park inspection report. This will then form the basis for an action plan for discussion at future meetings.

Resolved: Clerk to organise a meeting with the Lengthsman as soon as possible.

26.21.01.23 Date of next meeting

Wednesday 25th February, 7pm, Salterforth Village Hall

Meeting closed at 9:30pm

Karen Shorrocks
Clerk & RFO
Salterforth Parish Council