

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 25th March 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, 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 salterforthparishcouncil@gmail.com at least 24 hours prior to the meeting.

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

6. Updates on Items from Previous Meetings

6.1 Bench for Bus stop.

6.2 Salterforth School Grant Application.

6.3 Ginnel and Overgrown Footpath

Love Clean Streets – Reference No. 5047666.

6.5 Email Address

6.6 Defibrillator

6.7 Book Cupboard

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 3rd Mar 2026.

AGENDA

8. Correspondence

Nothing received.

9. Toilets

10. Community Garden

Update on requirements for the CG Group.

11. Lengthsman

12. Events

13. Impact Fund

14. PBC Legacy Fund

15. Gate

16. Watering up

17. Planning Matters

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

Nothing to consider.

18. 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:

18.1 Cash Book (Enc) Balance as of 28th Feb 2026 £20,455.77

18.2 Receipts and Payments from 1st Feb – 28th Feb 2026

18.3 Bank Reconciliation for Feb 2026 (Attached)

18.4 Bank Statements for Feb 2026 (Enc)

18.5 Budget Analysis 25_26 (Attached)

19. Internal Control Review

20. AGAR 25_26

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 £
02	02	2026		Salterforth Fun Day 2025			Donation	BACS	-	-	-	150.00					22,650.70	
09	02	2026			Argos	CON	Laminator	CARD	24.99	24.99	-	-					22,625.71	
09	02	2026			British Gas	LOO	Electricity for Toilets 3rd January 2026 to 2nd February 2026	BACS	16.12	15.36	0.76	-	811941796		04.02.2026	884968762	22,609.59	
09	02	2026			Pendle Borough Council	LGT	Play Area Inspection 6th & 20th January 2026	BACS	60.74	60.74	-	-	5165391				22,548.85	
09	02	2026			Pendle Borough Council	LGT	Play Area Inspection 9th & 22nd December 2025	BACS	77.69	64.74	12.95	-	5165384		03.02.2026	175332564	22,471.16	
09	02	2026			Pendle Borough Council	MTN	War Memorial Inspection	BACS	184.60	184.60	-	-	5165392				22,286.56	
09	02	2026			Seal Calibration	MTN	New Pads & Batteries for Defibrillator prior to service	BACS	275.99	229.99	46.00	-	79905		29.01.2026	198737245	22,010.57	
11	02	2026			Lanlee	MTN	Materials for Book Cupboard	CARD	230.48	192.07	38.41	-	480954		12.02.2026	444863527	21,780.09	
12	02	2026			Hugo Fox (Gocardless)	WEB	Website Hosting	DD	23.99	19.99	4.00	-	23282		13.02.2026	156359683	21,756.10	
13	02	2026			Dales View Residents Association	GRA	Grant for Defibrillator & Heated Cabinet	BACS	500.00	500.00	-	-					21,256.10	
20	02	2026		Lanlee		MTN	Refund for surplus materials	CARD	-	-	-	62.51	8045		19.02.2026		21,318.61	
24	02	2026		Argos		CON	Refund for faulty Laminator	CARD	-	-	-	24.99			23.02.2026		21,343.60	
25	02	2026			Yorkshire Water Business Stream	LOO	Water usage for 9th November 2025 to 8th February 2026 (Burst Pipe)	BACS	541.41	541.41	-	-	9971370		09.02.2026		20,802.19	
26	02	2026			Argos	CON	Replacement Laminator	CARD	24.99	24.99	-	-					20,777.20	
27	02	2026			HMRC	PAY	February Tax	BACS	64.20	64.20	-	-					20,713.00	
27	02	2026			Clerk/RFO	PAY	February Salary	BACS	257.23	257.23	-	-					20,455.77	20,455.77
							Total £		2,282.43	2,180.31	102.12	237.50						

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

CHAIR:
CLK:
CLK:

MONTH	Feb-26
	RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	31.01.2026	£ 22,500.70
PAYMENTS		2,282.43
RECEIPTS		237.50
CARRIED FORWARD BALANCE	28.02.2026	£ 20,455.77

BANK STATEMENT £

STATEMENT BALANCE	31.01.2026	£ 22,500.70
PAYMENTS		2,282.43
RECEIPTS		237.50
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	28.02.2026	£ 20,455.77

**Examined, Certified
& Verified By:
Clerk & RFO**

Valera Shallock

Date: 3/3/26

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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	1,217.66		-	-	-	-	-	-	-	611.00	-	-	606.66	
Bi-Weekly Playground Inspection	PRK	800.00	702.51		60.74	91.11	-	121.48	60.74	60.74	60.74	60.74	-	60.74	125.48	
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	3,164.00		-	450.88	398.65	514.46	257.03	257.23	257.03	257.23	257.03	257.23	257.23	
Payroll Administration	PAD	165.00	147.00		48.00	-	-	33.00	-	33.00	-	-	-	33.00	-	
HMRC	PAY	1,000.00	953.44		-	-	-	-	373.32	449.80	-	-	-	66.12	64.20	
Grass Cutting	MOW	4,200.00	2,870.27		-	673.19	-	1,098.54	549.27	549.27	-	-	-	-	-	
Toilets	LOO	1,000.00	719.66		-	-	94.12	-	-	-	-	-	41.10	27.67	556.77	
Internal Audit	AUD	500.00	-		-	-	-	-	-	-	-	-	-	-	-	
External Audit	AUD	250.00	315.00		-	-	-	-	-	315.00	-	-	-	-	-	
Website	WEB	370.00	339.89		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	683.46		-	256.46	-	-	-	-	-	-	-	427.00	-	-
Plants	PLA	1,500.00	368.92		-	-	-	368.92	-	-	-	-	-	-	-	
Watering	WAT	950.00	-		-	-	-	-	-	-	-	-	-	-	-	
Rent (including rent for events)	REN	550.00	461.12		-	-	-	-	-	-	-	-	-	461.12	-	
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	24.99		-	-	-	-	-	-	-	-	-	-	24.99	
Training	TRA	300.00	72.00		-	-	-	-	-	-	-	72.00	-	-	-	
Community Grants	GRA	1,500.00	500.00		-	-	-	-	-	-	-	-	-	-	500.00	
CONTINGENCY		1,000.00	-		-	-	-	-	-	-	-	-	-	-	-	
Total		26,370.00	16,258.53		471.96	1,491.63	714.84	2,156.39	1,332.85	1,685.03	337.76	3,325.76	1,234.12	1,352.87	2,155.32	-

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

**Examined, Certified
& Verified By:**
Clerk & RFO

Karen Shawlock
Date: 3/3/26

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