SALESBURY PARISH COUNCIL

Chair: Cllr M Howells Clerk: L Lund
5 Hollowhead Close Wilpshire
Tel: 07756 091554

Proceedings at a meeting held on 24 November 2025

Present: Cllrs M Howells (Chair), M Wood (Vice Chair), C Booth, J Westwell, Clerk– Lesley Lund and 3 residents

78/25	**Chairman's Welcome** The meeting started at 7:05pm. The Chair welcomed everyone to the meeting and reminded the public that comments should only be made during public participation.	
79/25	**Resignation** – Cllr T Westwell – The Chair recorded thanks to Mr Westwell for time given to the parish of Salesbury during his service. The Clerk confirmed that his contact details had been removed from the Council website. The RVBC monitoring officer has been informed and the notice of vacancy as per Local Government Act 1972 [Sec.87[2] went into the noticeboards on Friday 14 November 2025.	
80/25	**Apologies for absence** Apologies for absence were received from Cllrs T and J Westwell via a single email on 22 September 2025 in time for the meeting on 22 September 2025, but the Clerk had not seen the email prior to the meeting so the apologies were not recorded.. The Chair reminded the Council that, as per Local Government Act 1972 Chapter 70 Part V (which deals with general provisions as to members and proceedings of Local Authorities, acceptance, resignation and vacation of office and casual vacancies) that a vacancy automatically arises should a member fail to attend a meeting within a six-month period. Dispensation for absence should be requested as an agenda item prior to the six-month period expiring and council must then vote whether or not to accept the reason for absence and grant the dispensation. This decision must be recorded in the Minutes. Apologies on their own are only a courtesy and do not prevent a member from inadvertently falling foul of the so-called six-month rule. No apologies were received for this meeting – 24 November 2025	
81/25	**Declarations of Interest** Cllr Booth – item 34 grit for bin Park Row Cllr Howells – standing dispensation for the Lengthsman - item14	
82/25	**Public participation** The Chair closed the meeting to allow public participation. 1. A resident said that they were stunned by the amount of work which had gone into the Newsletter and was pleased to see common interest items within it. The Chair thanked all who had distributed it. 2. One idea to share is maybe at the community picnics which are held at Copster Green a table could be available for poppy painting to prepare for the next Remembrance event. 3. Book Nook – has had a huge turnover. Unfortunately at the moment there is a small leak, but this is being dealt with. 4. Christmas Sing Along – just a reminder that this year it takes place on Saturday 20 December and would it be OK to put a note in the Book Nook in order to advertise it? This was confirmed as acceptable. 5. Thank you for including an article on the filming for an EE advert at a property in Copster Green. 6. Item 9 Planning Application 3/2025/0841 Pendle View apartments - felt that an extra holiday let could cause parking problems 7. Item 11 Footpath Lovely Hall Lane – yellow lines Could these two items be brought further up the agenda? the Chair accepted the request and re opened the meeting at 7:25pm	
83/25	Approval of the minutes of the meeting held on 22 September 2025 The minutes were approved as a true record: Proposed – Cllr Wood and seconded by Cllr Booth	

84/25	Updates from the minutes • The planning applications for Bolton Hall and Lovely Hall had both been approved with conditions. • Devolution – RVBC's next full Council meeting is on 26 November 2025 • Cllr Howells attend the chair training on 20 October 2025 – the invoice is awaited	
	DECISIONS	
85/25	Item 9 on the agenda [planning applications] moved up the agenda 3/2025/0841 Pendle View Apartments Lovely Hall Lane Copster Green Proposed additional holiday let with the premises change from 2 to 3. Discussion: Felt that the extra holiday let may result in noise and parking issues. However, should planning permission be granted the Parish Council would ask that a condition be added to the permission that "All holiday let users or visitors to the apartments should park within the property's own parking area within its boundaries." Reason - this is to alleviate any parking/highway issues occurring on Lovely Hall Lane or any other neighbouring roads. Decision – agreed unanimously to send above comments to RVBC	Clerk to respond to RVBC planning
86/25	Item 11 moved up the agenda - Emailed request from parishioner for Council to consider petitioning Lancashire County Council to put a footpath from the path from the bottom of Lovely Hall Lane to Copster Green to make it safer for pedestrians to walk alongside the road and to put double yellow lines down Lovely Hall Lane as it is unsafe for oncoming vehicles coming up Lovely Hall lane during school drop off and pickup hours. Item 18 Lovely Hall Lane crossing - Cllr Wood had circulated information from the resident at Lovely Hall Farm and wished to record thanks for that information. Part of the land is owned by Huntroyde Estate. If a path was put on the right-hand side down to Lovely Hall and was approved by LCC then some of the land would be Common Land or Public Highway. Decision : Cllr Wood would ask if LCC Highways would attend a site meeting to discuss the proposals. He would also bring a plan to the next meeting. Funding streams to be looked at.	Cllr Wood Clerk
87/25	**Accounts approved for payment** • Salesbury Memorial Hall – INV SMH 2024-427- mtg 24 November 2025 £30.00 cheque no 000616 • L Lund salary [Oct-December 2025] £562.90 + back pay £ 40.00 – Tax £120.60= £482.34 - cheque no 000617 • HMRC £148.49 [£120.60 tax + Employers NI £27.89] cheque no 000618 • Cheque no 000619 - cancelled • M Howells reimbursement for Christmas lights £131.56 cheque no 000620 [RVBC grant for £100 granted] Direct Debits • Hugo Fox 11.99 October website hosting • Hugo Fox 11.99 November – website hosting • Lloyds charges £ 7.25 10/09 – 9/10/25 INVOICE 469325465 • Lloyds charges £4.25 10/08-09/09/25 INVOICE 466815445 • Lloyds charges £5.75 10/10 – 09/11/25 INVOICE 471752412 Clerk informed the meeting that the VAT refund of £881.79 was now in the Council's bank account Decision – all payments approved unanimously	Cllrs Howells and Wood
88/25	Resident's Annual Survey – no further update from working group. Cllr Howells to arrange meeting to discuss suggested actions after Christmas and report to next meeting. The Chair recorded thanks to Cllrs Wood and Booth for the analysis.	For Next Agenda Cllr Howells
89/25	Item 12 Newsletter and item 27 Clarity and agreement of the purpose of the annual newsletter and the role for the nominated editor[s] to be discussed together. Delivery of the Newsletter has been completed.	

	Cllr Wood proposed to continue to invite articles from the community and that the editors chosen by Council have the power to include articles as they see fit. Cllr Booth seconded the proposal Decision – agreed unanimously	
90/25	Item 13 AGAR – Audit – Assertion 10 compliance update and item 29 to investigate the cost of .org emails for all councillors discussed together. The councillors explored a new website provider who could maintain the website up to WCAG 2.2 AA standard and provide .org or .gov email addresses for the Clerk and Cllrs, and manage the domain name. The clerk could confirm that: IT policy is in place Official email for the Council is Clerk@salesburypc.org.uk which fulfills the Assertion 10 regulations Cllrs have a choice and not regulatory for a .org or .gov email but discussed advantages of these for FOI purposes and professionalism A recent check on the website compliance scored 95 and it should be 100 to enable us to answer Assertion 10 positively on the 25/26 AGAR. Councillors were invited to sit in on an Easy Website presentation to another local parish council. Decision: It was agreed in principle to move to another website provider, as the present provider, Hugo Fox, had failed to respond to repeated requests to bring the website up to the legal standard for compliance. In respect of this, budgets of £250.00 for the creation of a new website, plus £35per month for maintaining the website and provision of .org/.gov email addresses for the clerk and all councillors, were agreed unanimously. Cllr Westwell to speak with Easy Websites in respect of costs and report back. A website 'Accessibility Statement' is required. Cllr Howells volunteered to prepare this.	Clerk/ Cllr Howells/ Cllr Westwell
91/25	Lengthsman report and any duties required by the PC At present the lengthsman was looking to trace and fix the leak at the Book Nook and also the culvert would need attention soon.	Lengthsman
92/25	Mail Chimp – progress re Data Risk Assessment Decision: Clerk to liaise with Cllr Booth re a data risk assessment and bring back to the next meeting.	Clerk Cllr Booth
93/25	Biodiversity - Remaining grant - £250.00 Decision: to look at spending the remaining grant as agreed at last meeting in the Spring	Next agenda
94/25	Provision of noticeboard using VE Day [80th Anniversary Grant] RVBC –£500 grant – possible joint venture with C-L-D parish council C-L-D have provisionally agreed but would have to have costings prior to confirmation of a joint venture. Noticeboard Company – Dual Door 1000 Post Mounted External Notice Boar Lockable External Display Board Parish Council Display For a 1050 x 1800mm board black frame with 40 extra strong magnets and 4 keys, key lock on both doors £1505.45 + VAT maximum cost. Cllr Howells said there was also a wall mounted version which may work out cheaper if existing posts can be reused	Clerk to liaise with Clayton le Dale Cllr Howells to liaise with Lengthsman For next agenda
95/25	Devolution –email sent to RVBC asking if the management of the Common would automatically pass to the new Authority. The Clerk had emailed but no response as yet.	Clerk to chase for update. Next agenda
96/25	Christmas Trees – ordering of trees and arrangements for putting them up Re item 20, Cllr Booth had received 3 quotes for 10ft trees all within a couple of miles of Salesbury. 1) £100 each is their quote for 10ft, and £125 for >10ft collected 2) £60 each delivered…said they might be a bit over 10ft. We have used these people previously 3) £85 each collected, but they only have up to 8ft 4) Did not quote	Cllrs Booth and Wood All to confirm time for installation

<table>
<tr><td></td><td>Decision: Agreed unanimously that Cllrs Booth and Wood to go and have a look at number 2 suppliers and make decisions including choosing trees and arranging delivery.
Trees to be erected and decorated over weekend of 29/30th November depending on weather and delivery.</td><td></td></tr>
<tr><td>97/25</td><td>RVBC – Christmas lights – grant approved up to £100 based on submission of proof of payment (now received) – 4 sets of lights originally priced at just under £200 were purchased at a cost of just £131.56 including delivery due to discounts– Clerk to send proof of purchase to RVBC in order for the grant to be released
Complete -Take off next agenda</td><td>Clerk – to add to asset register</td></tr>
<tr><td>98/25</td><td>De-fib session early Spring Decision on date re next session defer to the next meeting.</td><td>For next agenda</td></tr>
<tr><td>99/25</td><td>Wilpshire Coffee morning – they are hoping to raise £2000. This will keep the group going for a year. £1600 in rent and £400 in refreshments Voluntary donations for participants will also start to be collected. They are applying to RVBC for a grant of £800 but have recently been turned down by LCC warm spaces as it is after March 2026. Ideally, they would like a yearly commitment to make the coffee morning sustainable. A calculation had been made based on the number of over 65s in each of the 4 local parishes [although the coffee morning is open to anyone regardless of age]. In respect of Salesbury, it was a suggested donation of £140.40. Decision: it was unanimously agreed to give a donation of £145.00 to the Wilpshire Coffee morning. Ramsgreave Parish Council is looking after the finances at present. Confirmation of who the cheque should be made out to was required.</td><td>Cllr Howells</td></tr>
<tr><td>100/25</td><td>Precept 26/27 – The below figures are to help with the discussion re the Precept – not included Christmas trees, Christmas lights any further SPID expenditure Precept 25/26 = £5544.00 Current inflation 4.1% last 12 months ending in Sept 2025 tax base for 2026/27 197Current inflation 3.8% [August 2025]

<table>
<tr><td>Receipts to End August 2025</td><td></td></tr>
<tr><td>B/Fwd</td><td>7201.35</td></tr>
<tr><td>Precept</td><td>5544.00</td></tr>
<tr><td>VE Day 8th Anniversary Grant RVBC</td><td>500.00</td></tr>
<tr><td></td><td>13245.35</td></tr>
<tr><td>Minus Spend to End August</td><td>1728.58</td></tr>
<tr><td>TOTAL</td><td>11516.77</td></tr>
<tr><td>Estimated spend to 31/03/2026</td><td>2758.00</td></tr>
<tr><td>TOTAL</td><td>8758.77</td></tr>
<tr><td>Plus estimated receipts VAT refund 24/25 £363.00 and Concurrent Function Grant RVBC</td><td>1174.00</td></tr>
<tr><td>ESTIMATED TOTAL C/FWD 01/04/2026</td><td>9932.77</td></tr>
<tr><td></td><td></td></tr>
<tr><td>DETAIL RE ESTIMATED SPEND TO 31/03/2026
LALC SUBS</td><td>90.00</td></tr>
<tr><td>LENGTHSMAN BUDGET</td><td>500.00</td></tr>
<tr><td>CLERK OCT- MARCH 2026 INCL INCREASE OF 3.2% AND BACKPAY</td><td>1697.00</td></tr>
<tr><td>ROOM RENTAL 3 X £30</td><td>90.00</td></tr>
<tr><td>PNFS SUBS</td><td>25.00</td></tr>
<tr><td>DEFIB SERVICE JAN 2026</td><td>200.00</td></tr>
<tr><td>WEBSITE MAINTENANCE SERVICE</td><td>96.00</td></tr>
<tr><td>BANK CHARGES</td><td>60.00</td></tr>
<tr><td>TOTAL</td><td>2758.00</td></tr>
<tr><td>ESTIMATED RECEIPTS DETAIL TO 31/03/2026</td><td></td></tr>
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	<table><tr><td>CONCURRENT FUNCTION GRANT RVBC – ESTIMATE BASED ON PREVIOUS YEARS AT 25% OF SPEND</td><td>811.00</td></tr><tr><td>VAT REFUND FOR 24/25</td><td>363.00</td></tr><tr><td>TOTAL</td><td>1174.00</td></tr></table> Bearing in mind that the Council was looking to improve the website and also provide cllrs and clerk with .org or .gov email addresses at a cost of approx. £250.00 for the website and a maintenance fee of approx. £360.00 per year. The Clerk suggested a precept of £6000.00. The Chairman made the proposal of £6000.00 precept for the financial year 2025/2026 and this was unanimously agreed.	
101/25	Provisional Budget for 26/27 <table><tr><td>Clerk</td><td>2252.00</td></tr><tr><td>Lengthsman</td><td>500.00</td></tr><tr><td>Insurance</td><td>300.00</td></tr><tr><td>Room Rental for Meetings</td><td>120.00</td></tr><tr><td>Noticeboard Project</td><td>1000.00</td></tr><tr><td>Internal Audit</td><td>100.00</td></tr><tr><td>Payroll charges</td><td>160.00</td></tr><tr><td>Website hosting</td><td>144.00</td></tr><tr><td>Bank charges</td><td>120.00</td></tr><tr><td>Newsletter & Annual Survey printing</td><td>150.00</td></tr><tr><td>Donations</td><td>200.00</td></tr><tr><td>TOTAL</td><td>5046.00</td></tr></table> The above only includes the noticeboard project so anything else would have to be added. Decision to agree a budget for 2026/2027. The budget needs to add in new website and maintenance; ICO fees; Training £300; Xmas trees £200; Netting etc for poppies; Defib training; Footpath project; Agreed unanimously to bring back to the next meeting for discussion and finalisation	Clerk For next meeting
102/25	Kings award for voluntary service – does the Council wish to nominate anyone? Clayton-le-Dale PC have been in contact with Cllr Wood re supporting their nomination. Decision required: There would be no action at the moment as the suggested nominee had a significant anniversary in 2026 and it had been decided to delay the nomination until next year.	To await further contact in 2026
103/25	To seek 3 quotes (if possible) for internal auditors to include AGAR audit and report of areas for improvement Decision: Cllr Westwell volunteered to do this and bring back to the next meeting	Cllr Westwell
104/25	To declare General Power of Competence – defer to the next meeting – Cllr Howells would send information to all councillors prior to the next meeting.	Cllr Howells
105/25	To discuss our preferred option for LGR/Devolution and forward to RVBC Decision – deferred to the next meeting due to time constraints	Clerk – for next meeting
106/25	Proposed meetings for 2026/2027 2026 18 May 2026 – Annual meeting of electors and Annual meeting of the Council 7 September 2026 – ordinary meeting 30 November 2026 2027 22 February 2027 – ordinary meeting Decision – deferred to the next meeting for finalisation due to time constraints	Clerk – for next meeting
107/25	Net and Natter. Background - the drapes of poppies for the Tommy displays need refurbishment. Newsletter article asked for volunteers from community to assist Decision : a budget of £60.00 was agreed.	Cllr Booth

	Cllr Booth to lead on the project including choosing a date and venue and obtaining materials within agreed budget.	
108/25	Budget for topping up the grit bin at the top of Park Gate Row. There is still some grit in there at the moment, but more may be needed depending on weather. Decision: a budget of £30.00 was agreed, however, if any emergency spend was required due to adverse weather conditions the Clerk has the authority to approve it as per the standing orders.	Cllr Booth to monitor and contact clerk if necessary
109/25	To nominate a councillor to vote on behalf of SPC at LALC/NALC events/ballots. Where possible majority views to be sought, recorded, voted on and noted in the next SPC minutes. Decision – defer to the next meeting due to time constraints	Cllr Howells next meeting
110/25	RVBC local plan – call for sites update Decision – noted	No further action
	INFORMATION ITEMS	
111/25	Meetings attended by Councillors Lancashire Parish and Town Council Conference – 1 November 2025 Cllrs Howells and Wood attended Forthcoming meetings: LALC Area Committee – Cllr Howells to attend. Parish Council Liaison the next meeting will be in November.	Noted
112/25	Next meeting of Salesbury Parish Council – 23 February 2026 Ordinary Meeting	Noted
	The meeting closed at 9:15pm	