

OLD LAUND BOOTH PARISH COUNCIL

Minutes of Parish Council Meeting held on 17th June 2026

Present: Cllrs Jill Hartley, Clive Bevan, Peter Coleman, Andy Mayor, Eric Samuels and Annie Carlisle

Apologies: Cllr Deborah Marsden

Also in attendance:

Interim Parish Clerk, Patricia Rosthorn
County Councillor Howard Hartley
Borough Councillor Brian Newman
Members of the Public Present: 7

No	Minute Heading	Any Action
2688	Welcome and Public Questions • Cllr Hartley opened the meeting and welcomed Councillors and Members of the Public • A member of the public asked whether a letter had been circulated and queried the withdrawal of a grant application by Barrowford and Western Parishes Committee <i>-Cllr Hartley confirmed that the letter had been circulated and advised that, to the best of her understanding, the details contained within it did not align with the grant application</i> • A member of the public raised questions regarding Harper's Garden, Heights Lane, the potential appointment of a Lengthsman and the proposed Therapy Garden <i>-Cllr Coleman confirmed that the Therapy Garden design is in progress, subject to completion of site assessment. It was noted that Harper's Garden and the Lengthsman would be considered under relevant agenda items and that no update was currently available regarding Heights Lane</i> • The Borough Councillor raised a question regarding a recent telephone conversation with the Chair <i>-Cllr Hartley clarified the purpose of the call and responded to the query</i> • The Borough Councillor raised a further question to the Clerk regarding alleged correspondence <i>-The Clerk confirmed that no such correspondence exists and requested copies for clarification; these were not provided</i> • A member of the public raised concerns regarding local footpaths, a contaminated stream and noise at the Fence Gate <i>-It was noted that the Fence Gate matter is currently in hand</i> • A member of the public asked a question regarding the Interim Clerk's remuneration <i>-The Clerk advised the Chair that this is a confidential matter and not for discussion in a public meeting. As the time allocated for public participation had concluded, the Chair moved the meeting on to the next agenda item</i>	
2689	Declaration of Councillors Interests • No interests were declared this month	

Signed: _____
Date:

2690	Appointment of Parish Clerk and Responsible Financial Officer It was resolved that having considered the guidance received from Lancashire Association of Local Councils (LALC), and being satisfied that it is in the best interests of the Parish Council to ensure continuity, stability and the effective administration of its business, the Council agreed to appoint the current Interim Clerk to the position of Parish Clerk and Responsible Financial Officer on a permanent basis and in doing so determined that in light of the Interim Clerk’s demonstrated competence and the Council’s operational needs, it is reasonable and proportionate in the circumstances not to advertise the vacancy. The Chair was authorised to finalise and sign a contract of employment based on the LALC model contract. The Council was satisfied that this approach is consistent with its powers and duties as an employer, having regard to the guidance provided by LALC															
2691	Minutes of the last meeting - It was resolved that the minutes of the Annual Parish Council Meeting held on 20th May 2026 be approved and signed by the Chair as a true and accurate record (Proposed by Cllr Bevan and seconded by Cllr Carlisle) - It was resolved that the minutes of the Ordinary Parish Council Meeting held on 20th May 2026 be approved and signed by the Chair as a true and accurate record (Proposed by Cllr Bevan and seconded by Cllr Mayor)															
2692	Planning Applications and Decisions 26/0323/FUL TDC: Change of use of agricultural land to residential use (Use Class C3), erection of 4 no. dwellings including integral and attached private vehicular garages with garden and parking areas of Planning Permission 23/0173/PIP At: Land at the Northeast of Pollard Row, Wheatley Lane Road, Fence For: Mrs Noreen Rycroft Comments due by 11th June 2026 26/0310/HHO Full: Erection of a summerhouse At: 9 Woodbury Avenue, Fence For: Mr Glenn Stock Comments due by 19th June 2026 26/0373/HHO Full: Demolition of existing conservatory and erection of a single storey rear extension At: 3 Woodside Cottages, Wheatley Lane Road, Fence For: Miss G Cropper Comments due by 2nd July 2026	<i>It was resolved mid-month to send an objection / comments letter to the planning officer</i> <i>It was resolved that there are no comments or concerns at this time</i> <i>It was resolved that there are no comments or concerns at this time</i>														
2693	Councillor Vacancy Councillor vacancy to be readvertised															
2694	Finance - Grant applications and considerations -Members noted that three grant applications had been submitted mid-month to BWP for consideration at its June meeting. It was further noted that, due to additional funding becoming available, the deadline has been extended and further bids are invited. It was resolved to submit a further grant application for grass cutting equipment, taking advantage of the extended deadline and additional funding available - Payments for expenditure considered and agreed by all <table><tr><td>Patricia Rosthorn (June Microsoft charge)</td><td>£3.91</td></tr><tr><td>Patricia Rosthorn (Interim Clerk)</td><td>£655.00</td></tr><tr><td>-Howard Hartley (bedding plants)</td><td>£116.77</td></tr><tr><td>-Howard Hartley (village meeting leaflets)</td><td>£39.95</td></tr><tr><td>-CAS Insurance renewal</td><td>£719.84</td></tr><tr><td>-Pendle Borough Council (invasive plant spray)</td><td>£125.60</td></tr><tr><td>-LALC (annual renewal)</td><td>£327.68</td></tr></table>	Patricia Rosthorn (June Microsoft charge)	£3.91	Patricia Rosthorn (Interim Clerk)	£655.00	-Howard Hartley (bedding plants)	£116.77	-Howard Hartley (village meeting leaflets)	£39.95	-CAS Insurance renewal	£719.84	-Pendle Borough Council (invasive plant spray)	£125.60	-LALC (annual renewal)	£327.68	<i>Clerk to also email PBC regarding litter bins</i>
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	- To consider and accept the Internal Auditors Report - Members received and considered the Internal Auditor's Report. The Clerk read out the report to those present to ensure the findings were clearly communicated. The report highlighted a number of concerns relating to incomplete accounting information, limitations in available records and weaknesses in financial controls during the earlier part of the financial year under review, including issues identified by the Internal Auditor where cheque payments had been made payable to the former Clerk which were not aligned with the recorded approvals, contributing to discrepancies within the cheque records. It was noted that the accounting period included both the earlier part of the year, for which the Internal Auditor was unable to obtain sufficient assurance due to incomplete records and the period following the appointment of the Interim Clerk, during which significant improvements in financial control, record keeping and governance arrangements were identified by the Internal Auditor -It was resolved that the Internal Auditor's Report be noted and accepted and that appropriate steps continue to be taken to address the issues identified and to further strengthen the Council's financial procedures and controls - To consider and approve the Annual Governance Statement for 2025/26 -Members considered the Annual Governance Statement for the year ended 31 March 2026. It was noted that, in light of the findings set out in the Internal Auditor's Report, the Council was unable to provide full assurance against a number of the governance assertions for the earlier part of the financial year, due to limitations in available accounting records and weaknesses in financial controls during that period. Members further noted that, following the appointment of the Interim Clerk, significant improvements in financial management, record keeping and governance arrangements have been implemented -It was resolved that the Annual Governance Statement for 2025/26 be approved, as presented, reflecting the position for the year as a whole and the improvements made during the latter part of the year - To consider and approve the Accounting Statements for 2025/26 -Members considered the Accounting Statements for the year ended 31 March 2026. It was noted that the statements have been prepared on the basis of the information available for the full financial year and reflect the limitations in historical records identified in the Internal Auditor's Report, together with improved accuracy and completeness of records maintained following the appointment of the Interim Clerk -It was resolved that the Accounting Statements for 2025/26 be approved - To consider and approve an application for a business debit card -Members considered the need for a business debit card to support the efficient administration of Council business and facilitate routine payments. It was resolved that the Council approves the application for a business debit card, subject to appropriate controls being in place and transactions being reported to and approved by the Council in accordance with its financial regulations	<i>Clerk to draft a Debit Card policy for consideration</i>
2695	Clerk's Report and Correspondence (for information only) The Clerk's report had been circulated prior to the meeting Members noted the contents of the report. No matters were raised for further consideration	
2696	Neighbourhood Watch Committee Report Cllr Carlisle reported that four crimes were recorded in May, including incidents of anti-social behaviour in certain areas of the village. The neighbourhood watch committee is working with the police to address anti-social behaviour both within the village and on its outskirts. Cllr Carlisle further reported that she has written to the Chief Inspector inviting them to visit the village to observe concerns relating to speeding and anti-social behaviour, in light of previous indications that reported evidence suggests these issues are limited	

2697	Barrowford & Western Parishes Committee Cllr Hartley reported that she attended the May meeting of the Barrowford and Western Parishes Committee. The main item of discussion was the extension of the grant application deadline, as referred to earlier in the meeting (see Minute Ref. 2694)	
2698	Borough Councillors Report The Borough Councillor confirmed that he had no report to present and left the meeting at 7.53pm following the conclusion of the Finance section of the agenda	
2699	County Councillors Report The County Councillor confirmed that he had no report to present this month	
2700	Repairs & Maintenance Members considered the following matters: - The playground was reported to be in good condition, and recent works have ensured compliance. It was noted that some brambles require further cutting back - Harper's Garden – following inspection, it was noted that a significant amount of work is required and that ownership of the land still needs to be established - Grass – it was reported that the grass along the A6068 has been strimmed to improve the sight lines; however, further work is required. It was noted that more suitable, hard-wearing equipment may be needed. A member of the public has suggested a contact for grass cutting and will provide further details to the Clerk - Therapy Garden – the design remains in progress subject to completion of site assessment - Planters – it was suggested that additional planting could be undertaken to enhance and better fill the existing flower beds. Cllr Hartley proposed the purchase of three additional planters; however, it was agreed to defer this and instead explore making planters in-house for next year - Land ownership – land at the top of the village is to be investigated to establish ownership. Cllr Hartley will speak with a local resident to gather further information - Village Signage – it was agreed that existing signs should be taken down and refurbished - Lengthsman – members discussed the potential to advertise for a Lengthsman role. It was noted that further consideration is required to determine whether this would be on an ad hoc basis or for a set number of hours - Volunteers – Cllr Carlisle suggested arranging an advert to encourage volunteers, potentially using a 'Your Village Needs You' style campaign. It was further suggested that this could be linked with the Neighbourhood Watch initiative	
2701	Other Parish Matters - Sports Club Peppercorn Rent – it was reported that the recommencement of the peppercorn rent has now been agreed by the Sports Club Committee - Defibrillators – potential locations within the village have been identified, however, it was agreed to await the outcome of the grant application before finalising any decisions	
2702	Items for consideration for next Agenda - Lengthsman - Volunteers - Debit Card Policy	
2703	Date of next meeting: - Wednesday 15th July at 7.00pm ~~~~~ - Meeting closed at 8.19pm	