

Minutes of Meeting 21st October 2025

Present: Cllr. Mrs D. Perrin, Cllr. Mr J. Metcalfe, Cllr. Mr T. Butterfield, Cllr. Mrs A. Pickering, Cllr. Mr D. Wood, Cllr. Mrs S. Hutchinson, Cllr. Mr M. Metcalfe, Clerk & RFO P. Rosthorn

Apologies: Co. Cllr. Mr H. Hartley

Absent: Boro. Cllr. Mr B. Newman

Vacancies: 1

Members of the Public Present: 2

No	Minute Heading	Action																
6159	<p>Welcome and Public Questions</p> <ul style="list-style-type: none"> Cllr Perrin welcomed Councillors and members of the public to the meeting One member of the public attended the meeting to raise concerns regarding overhanging bushes and trees along the perimeter of Sabden Road. The vegetation is obstructing visibility for both pedestrians and motorists, posing a safety risk. The resident had previously contacted the Highways Department but received no assistance. As a result, he is now appealing to the Parish Council for support in addressing the issue 	<p><i>It was resolved for the Clerk to send letters to the relevant property owners in the first instance, requesting that the vegetation be cut back to improve visibility and safety</i></p>																
6160	<p>Declaration of Councillors Interests / Code of Conduct</p> <ul style="list-style-type: none"> No interests were declared this month 																	
6161	<p>Minutes of the last meeting</p> <ul style="list-style-type: none"> Minutes of the Council meeting, held on Tuesday 16th September 2025 were signed by the Chair as a true and accurate record, (Proposed by Cllr M. Metcalfe and seconded by Cllr Wood) 																	
6162	<p>Planning Applications and Decisions</p> <ul style="list-style-type: none"> 25/0621/AGD Prior approval: Conversion of an agricultural building to form 2 no. dwellings (Use class C3) at Stump Hall Farm, Stump Hall Road, Higham 	<p><i>After discussion it was resolved for the Clerk to send a letter of concern</i></p>																
6163	<p>Councillor Vacancy</p> <ul style="list-style-type: none"> The vacancy has been advertised on Facebook and posters displayed in the village noticeboards; however, no interest has been shown 																	
6164	<p>Finance</p> <ul style="list-style-type: none"> Payments for expenditure considered and agreed by all <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Village Hall</td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>Clerk/RFO salary and expenses</td> <td style="text-align: right;">£429.26</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">£97.00</td> </tr> <tr> <td>Ingham & Yorke (car park rental)</td> <td style="text-align: right;">£100.00</td> </tr> <tr> <td>Philip Hardman (footpath renovations)</td> <td style="text-align: right;">£1,570.00</td> </tr> <tr> <td>PKF Littlejohn (annual audit fee)</td> <td style="text-align: right;">£252.00</td> </tr> <tr> <td>Sabden Parish Concil (Lengthsman)</td> <td style="text-align: right;">£255.89</td> </tr> <tr> <td>Duncan Wood (playground repairs)</td> <td style="text-align: right;">£33.80</td> </tr> </table>	Village Hall	£50.00	Clerk/RFO salary and expenses	£429.26	HMRC	£97.00	Ingham & Yorke (car park rental)	£100.00	Philip Hardman (footpath renovations)	£1,570.00	PKF Littlejohn (annual audit fee)	£252.00	Sabden Parish Concil (Lengthsman)	£255.89	Duncan Wood (playground repairs)	£33.80	
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	Ronset (spout magazine)	£180.00	
6165	Clerk's Report and Correspondence <ul style="list-style-type: none"> The report was distributed before the meeting 		
6166	Barrowford & Western Parishes Committee <ul style="list-style-type: none"> Nothing on the Agenda relevant to Higham this month 		<i>Cllr J Metcalfe will represent us at the November meeting</i>
6167	Village Hall Committee Report <ul style="list-style-type: none"> Cllr Perrin attended the Village Hall Committee meeting and provided an update on the progress of the current planning application 		
6168	Borough Councillors Report <ul style="list-style-type: none"> No report this month 		
6169	County Councillors Report <ul style="list-style-type: none"> No report this month 		
6170	Village Maintenance Update <ul style="list-style-type: none"> Phase 2 of the footpath project has now been completed. However, a concern was raised regarding the stones used in Phase 1, which have been reported as slippery underfoot. Cllr Wood and Cllr Butterfield will liaise with the contractor to explore potential solutions to improve the safety of the path surface It was agreed that maintenance of the benches will be scheduled for spring. Cllr Wood and Cllr Butterfield will map out the locations of all benches and provide this information to the handyman in order to obtain a quote for the required maintenance works A concern was raised regarding the height and overgrown condition of the Leylandii near Wesley Place. Cllrs Wood, Butterfield and Metcalfe will inspect the area in the first instance to assess what work may be required to address the issue 		<i>Cllr Wood and Cllr Butterfield</i> <i>Cllr J Metcalfe, Cllr Wood and Cllr Butterfield</i>
6171	Playground Maintenance <ul style="list-style-type: none"> Cllr Wood has replaced some of the damaged timber steps on the zip line. This work is ongoing Cllr Wood is working through the items highlighted in the annual inspection report to ensure all necessary safety measures are addressed. He will liaise with Cllr Butterfield and report back on progress at the January meeting 		<i>Cllr Wood and Cllr Butterfield - Add to the January Agenda</i>
6172	Parish Matters <ol style="list-style-type: none"> Christmas Tree and Lights - Plans for the Christmas tree light switch-on event are in hand. Cllr Hutchinson will order 60 baubles in 3 different colours. Cllr M. Metcalfe will check the Christmas lights to ensure they are in working order and that there are enough for the display. Cllr Perrin will liaise with the Village Hall Committee regarding any lights that may have been lent to them. Cllr Butterfield will ask the handyman to erect the Christmas tree Seniors Christmas Party – Cllr Butterfield will purchase the drinks. Cllrs are asked to bring raffle prizes to the November meeting. The Clerk will confirm arrangements with the caterer and entertainer Spout Magazine – It was suggested to consider asking the printers to bundle the magazines into piles to assist with distribution. Next deadline for articles is 5th January 2026 Remembrance Day – craft club are making some poppies for decoration. Cllr Hutchinson is liaising with the school to ask if the children would like to be involved with crafting or decorating. Cllr Perrin will lay the wreath at the Remembrance service on behalf of the Parish Council. It was agreed to look into purchasing large plastic poppies to display on lamp posts in the village for Remembrance 		

	e) Clerk to send a reminder email to Lancashire County Council regarding the replacement of the deceased tree located on the A6068 near the Vicarage	<i>Clerk to send email</i>
6173	Items for next Agenda: <ul style="list-style-type: none"> • Councillor Vacancy • Seniors Christmas Party • Christmas Tree lights switch on • Biodiversity 	
6174	Date of next meeting: <ul style="list-style-type: none"> • Tuesday 18th November 2025 at 7.00pm • Advance meeting apologies received from Cllr J. Metcalfe <p>~~~~~</p> <ul style="list-style-type: none"> • Meeting closed at 20:31 	

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