

Minutes of Meeting 16th September 2025

Present: Cllr. Mr T. Butterfield, Cllr. Mrs A. Pickering, Cllr. Mr D. Wood, Cllr. Mrs S. Hutchinson, Cllr. Mr M. Metcalfe, Cllr. Mrs D. Perrin (arrived at 7.10pm), Co. Cllr. Mr H. Hartley, Clerk & RFO P. Rosthorn

Apologies: Cllr. Mr J. Metcalfe

Absent: Boro. Cllr. Mr B. Newman

Vacancies: 1

Members of the Public Present: 3

No	Minute Heading	Action																		
6144	<p>Welcome and Public Questions</p> <ul style="list-style-type: none"> • Cllr Hutchinson welcomed Councillors and members of the public to the meeting and proposed Cllr Butterfield as Chairperson, this was seconded by Cllr Pickering and agreed by all • PCSO Fielding and colleague attended the meeting and spoke about parking and speeding issues. Confirmed that it is happening throughout all the Parishes. Will be monitoring and holding some speed checks in the coming weeks. Crime figures are low compared to other villages 	<i>Cllr Hutchinson to liaise re '20 is plenty' campaign</i>																		
6145	<p>Declaration of Councillors Interests / Code of Conduct</p> <ul style="list-style-type: none"> • No interests were declared this month 																			
6146	<p>Minutes of the last meeting</p> <ul style="list-style-type: none"> • Minutes of the Council meeting, held on Tuesday 19th August 2025 were signed by the Chair as a true and accurate record, (Proposed by Cllr Wood and seconded by Cllr Hutchinson) 																			
6147	<p>Councillor Vacancy</p> <ul style="list-style-type: none"> • No interest shown 	<i>Clerk to readvertise</i>																		
6148	<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;">£430.76</td> </tr> <tr> <td>HMRC</td> <td style="text-align: right;">£97.00</td> </tr> <tr> <td>Simon Gilbert (notice board replacement)</td> <td style="text-align: right;">£205.00</td> </tr> <tr> <td>Pendle Borough Council (playground inspection)</td> <td style="text-align: right;">£87.00</td> </tr> <tr> <td>Duncan Wood (playground repairs)</td> <td style="text-align: right;">£18.59</td> </tr> <tr> <td>Terry Butterfield (keep off the grass signs)</td> <td style="text-align: right;">£49.98</td> </tr> <tr> <td>FCC Recycling (UK) Ltd (village hall grant match funding)</td> <td style="text-align: right;">£4,000</td> </tr> <tr> <td>Pendle Borough Council (grass cutting)</td> <td style="text-align: right;">£1,101.94</td> </tr> </table>	Village Hall	£50.00	Clerk/RFO salary and expenses	£430.76	HMRC	£97.00	Simon Gilbert (notice board replacement)	£205.00	Pendle Borough Council (playground inspection)	£87.00	Duncan Wood (playground repairs)	£18.59	Terry Butterfield (keep off the grass signs)	£49.98	FCC Recycling (UK) Ltd (village hall grant match funding)	£4,000	Pendle Borough Council (grass cutting)	£1,101.94	
Village Hall	£50.00																			
Clerk/RFO salary and expenses	£430.76																			
HMRC	£97.00																			
Simon Gilbert (notice board replacement)	£205.00																			
Pendle Borough Council (playground inspection)	£87.00																			
Duncan Wood (playground repairs)	£18.59																			
Terry Butterfield (keep off the grass signs)	£49.98																			
FCC Recycling (UK) Ltd (village hall grant match funding)	£4,000																			
Pendle Borough Council (grass cutting)	£1,101.94																			

	<p>Planning Applications and Decisions</p> <ul style="list-style-type: none"> 25/0436HHO/0437LBC Full: Erection of a detached annex at The Old Cart House Higham Hall Road, Higham 25/0490/LBC Removal and replacement of front boundary railings at land containing Ashlar House and Ashlar Cottage, Barrowford Road, Higham 	<p><i>No decision yet</i></p> <p><i>Approved</i></p>
6149	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none"> The report was distributed before the meeting 	
6150	<p>Barrowford & Western Parishes Committee</p> <ul style="list-style-type: none"> Cllr Perrin attended the September meeting and reported nothing relevant to Higham this month 	
6151	<p>Village Hall Committee Report</p> <ul style="list-style-type: none"> Successful in the recent grant application. Hopefully work can be completed between Jan and April 2026. Burnley Film Makers have kindly offered to document the progress The hall will be decorated for Christmas on 20th November 	
6152	<p>Borough Councillors Report</p> <ul style="list-style-type: none"> No report this month 	
6153	<p>County Councillors Report</p> <ul style="list-style-type: none"> Nothing to report this month. Next full meeting is in October 	
6154	<p>Village Maintenance Update</p> <ol style="list-style-type: none"> Biodiversity – unsure whether it has been successful as early days. Cllr Pickering will liaise with someone knowledgeable in this field and ask them to advise. Cllr Butterfield will remove the plastic surround as was agreed last month. There appears to be a range of different trees growing which is good so hopefully it just needs more time Notice board has been completed. Bus shelter is on to do list Quote for further footpath renovation was considered, and it was resolved to go ahead with works. Will need to liaise with the farmer regarding use of land during renovation period 	<p><i>Cllr Pickering to liaise</i></p> <p><i>Cllr Butterfield to remove</i></p>
6155	<p>Playground Maintenance</p> <ol style="list-style-type: none"> The annual playground report was seen by all and there are no red issues. Amber issues were discussed, and it was resolved that some minor repairs can be rectified by the Council. Other repairs may need to be completed by the equipment specialists/suppliers Goal posts – due to the new goal post being a smaller non-standard size and the bigger one not being used, a proposal was made to swap the goal posts around and consider purchasing nets in the future 	<p><i>Cllr Wood to check the gate closing</i></p> <p><i>Clerk to check back on invoices for the equipment suppliers</i></p> <p><i>Add to next agenda for further discussion</i></p>
6156	<p>Parish Matters</p> <ol style="list-style-type: none"> Christmas Tree - Cllr Butterfield to order a tree at least 18ft and we will put an advert in the next spout asking for sponsors. It was resolved to organise a light switch on 30th Nov with mince pies/drinks and to ask the choir if they would be available to lead some singing Seniors Christmas Party – all in hand. Cllr Hutchinson will liaise with LW and Cllr Butterfield will purchase the drinks. Cllrs to provide raffle prizes Spout Magazine – Margaret and Bernard happy to continue and the next deadline for articles to be included is 1st October Remembrance Day – craft club have been approached and asked if they would consider making some poppies for decoration. Cllr Hutchinson will liaise with the 	<p><i>Cllr Butterfield to order</i></p> <p><i>Cllr Hutchinson to liaise with MB</i></p> <p><i>Cllr Hutchinson to liaise with LW</i></p>

	<p>school to ask if the children would also like to be involved with crafting or decorating. It was agreed that, in preparation for the forthcoming budget setting, the Clerk would obtain prices for remembrance items that could be purchased for use each year. Clerk to check that the PC wreath is on order and Cllr Perrin has kindly offered to lay the PC wreath at the service this year</p> <p>e) Speeding – discussed under public questions</p> <p>f) Facebook – Cllr Butterfield to pass contact number to Cllr Hutchinson for liaising re the community facebook page</p>	<i>Cllr Hutchinson to liaise with the school</i>
6157	<p>Items for next Agenda:</p> <ul style="list-style-type: none"> • Councillor Vacancy • Christmas Party • Christmas Tree • Items for Spout Magazine • Remembrance Day • Goal Posts 	
6158	<p>Date of next meeting:</p> <ul style="list-style-type: none"> • Tuesday 21st October 2025 at 7.00pm <p>~~~~~</p> <ul style="list-style-type: none"> • Meeting closed at 20:34 	

DRAFT