

Minutes of Meeting 18th November 2025

Present: Cllr. Mrs D. Perrin, Cllr. Mr T. Butterfield, Cllr. Mr D. Wood, Cllr. Mrs S. Hutchinson, Cllr. Mr M. Metcalfe, Co. Cllr. Mr H. Hartley, Clerk & RFO P. Rosthorn

Apologies: Cllr. Mr J. Metcalfe, Cllr. Mrs A. Pickering

Absent: Boro. Cllr. Mr B. Newman

Vacancies: 1

Members of the Public Present: 1

No	Minute Heading	Action
6175	Welcome and Public Questions <ul style="list-style-type: none"> • Cllr Perrin welcomed Councillors and members of the public to the meeting • It was noted that a donated bench in the park has been temporarily removed by the donor's family for refurbishment • The planning application and archaeology report for Stump Hall Farm was discussed. There is currently no update, but the planning may be considered at a future Barrowford & Western Parishes Committee meeting, and the report is being dealt with/chased up by the Planning Enforcement Officer 	
6176	Declaration of Councillors Interests / Code of Conduct <ul style="list-style-type: none"> • No interests were declared this month 	
6177	Minutes of the last meeting <ul style="list-style-type: none"> • Minutes of the Council meeting, held on Tuesday 21st October 2025 were signed by the Chair as a true and accurate record, (Proposed by Cllr Wood and seconded by Cllr Hutchinson) 	
6178	Planning Applications and Decisions <ul style="list-style-type: none"> • 25/0743/LBC Listed Building Consent: Replacement of 5 no. front sash windows, 1 no. side sash window, 1 no. arched stair window and the existing front door At: Acre House, Barrowford Rd, Higham For: Mr Bradley Brookes 	<i>It was noted that there are no concerns at this time, and the Parish Council were supportive of this application</i>
6179	Councillor Vacancy <ul style="list-style-type: none"> • The vacancy has been readvertised on Facebook and posters displayed in the village noticeboards 	
6180	Finance <ul style="list-style-type: none"> • Payments for expenditure considered and agreed by all <li style="padding-left: 20px;">Village Hall £50.00 <li style="padding-left: 20px;">Clerk/RFO salary and expenses £429.06 <li style="padding-left: 20px;">Patricia Rosthorn (poppies) £80.75 <li style="padding-left: 20px;">Cllr Sam Hutchinson (baubles for village tree) £347.40 <li style="padding-left: 20px;">Cllr Terry Butterfield (lights for village tree) £401.27 <li style="padding-left: 20px;">Borough of Pendle (grass cuts Oct & 	<i>Awaiting confirmation of memorial inspection before releasing payment</i>

	<p style="text-align: right;">Memorial Inspection) £639.58 Borough of Pendle (grass cuts Sept) £427.90 Royal British Legion (remembrance wreath) £20.00 R Boothman Christmas trees for you £390.00/awaiting invoice P Hardman (footpath works) £awaiting invoice</p> <ul style="list-style-type: none"> The Finance Committee meeting has been scheduled for Wednesday, 14th January 2026 at 7:00pm 	<i>Payments to be released on receipt of invoices</i>
6181	<p>Clerk's Report and Correspondence</p> <ul style="list-style-type: none"> The report was distributed before the meeting It was resolved that an email be sent to Pendle Borough Council confirming that Higham Parish Council is interested in pursuing the asset transfer of land near Kiln Hill It was resolved to trial paying for the Spout magazine to be bundled into delivery bundles as this will hopefully make distribution easier. The additional cost for bundling is £5.00, bringing the total cost for production and delivery to £185 	<p><i>Clerk to send email</i></p> <p><i>Clerk to liaise with Cllrs re delivery areas</i></p>
6182	<p>Barrowford & Western Parishes Committee</p> <ul style="list-style-type: none"> Cllr J Metcalfe attended the meeting this month and reported back that there is potential of receiving a grant for dog bins 	<i>Clerk to email interest</i>
6183	<p>Village Hall Committee Report</p> <ul style="list-style-type: none"> Cllr Perrin attended the Village Hall Committee meeting and provided an update prior to this meeting Plans for the proposed extension are progressing well There will be a slight increase in hall hire charges The User Manual is being updated regularly to reflect changes 	
6184	<p>Borough Councillors Report</p> <ul style="list-style-type: none"> No report this month 	
6185	<p>County Councillors Report</p> <ul style="list-style-type: none"> Nothing to report this month Will be attending full Council meeting on Thursday 20th November and will report back at the next PC meeting 	
6186	<p>Village Maintenance Update</p> <ul style="list-style-type: none"> Bus Shelter – Cllr Perrin will request an update from the joiner regarding the progress of the work Footpath – it was noted that the extra work on the footpath has been successfully completed Benches – work is scheduled to commence in spring on the maintenance and restoration of the benches Leylandii (Sabden Road) – add to future agenda for consideration Shed – it was noted that rendering is required on the front of the shed and quotes will be requested 	<i>Add to March Agenda</i>
6187	<p>Playground Maintenance</p> <ul style="list-style-type: none"> It was noted that Cllr Wood has recently completed a number of repairs and further work will be prioritised once the annual inspection report has been thoroughly reviewed 	<i>Cllr Wood to prioritise further work after review of the report</i>
6188	<p>Parish Matters</p> <p>a) Christmas Tree and Lights – it was noted that the Christmas tree will be erected on Wednesday 19th November, along with lights and a few baubles. Sponsored baubles will be added closer to the switch-on date. Arrangements for the lights switch-on have been agreed with the church choir and the Four Alls. The Parish</p>	

	<p>Council will reimburse the cost of mulled wine and mince pies. Deadline for sponsoring a bauble is 23rd November</p> <p>b) Seniors Christmas Party – it was noted that raffle prizes should be passed to Cllr Hutchinson as soon as possible. Drinks are still to be purchased and confirmation of numbers will be sent to Paula Mulligan (The Cabin) before 10th December</p>	
6189	<p>Items for next Agenda:</p> <ul style="list-style-type: none"> • Biodiversity • Spout Magazine 	
6190	<p>Date of next meeting:</p> <ul style="list-style-type: none"> • Tuesday 20th January 2026 at 7.00pm <p>~~~~~</p> <ul style="list-style-type: none"> • Meeting closed at 19:57 	

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