

## Minutes of Meeting 17<sup>th</sup> February 2026

**Present:** Cllr. Mrs D. Perrin, Cllr. Mr T. Butterfield, Cllr. Mr J. Metcalfe, Cllr. Mr D. Wood, Cllr. Mrs S. Hutchinson, Cllr. Mr M. Metcalfe, Co. Cllr. Mr H. Hartley (arrived at 19:08), Clerk & RFO P. Rosthorn

**Absent:** Boro. Cllr. Mr B. Newman

**Vacancies:** 2

**Members of the Public Present:** 1

No	Minute Heading	Action												
6206	<b>Welcome and Public Questions</b> <ul style="list-style-type: none"> <li>• Cllr Perrin welcomed Councillors and members of the public to the meeting</li> <li>• RW enquired about the 'No Through Road Sign', and Cllr Butterfield confirmed that two new ones had been installed</li> </ul>													
6207	<b>Declaration of Councillors Interests / Code of Conduct</b> <ul style="list-style-type: none"> <li>• An interest was declared by Cllr Perrin regarding Agenda item 14 (c) Trees and shrubbery overhanging from Chapel Grounds</li> </ul>													
6208	<b>Minutes of the last meeting</b> <ul style="list-style-type: none"> <li>• Minutes of the Council meeting, held on Tuesday 20<sup>th</sup> January 2026 were signed by the Chair as a true and accurate record, (Proposed by Cllr Wood and seconded by Cllr J Metcalfe)</li> </ul>													
6209	<b>Councillor Vacancies</b> <ul style="list-style-type: none"> <li>• The vacancies have been advertised on Facebook and a leaflet was delivered along with the latest Spout Magazine</li> <li>• One person has expressed an interest and has been passed an Expression of Interest Form to complete and advised of the next meeting date</li> </ul>													
6210	<b>Finance</b> <ul style="list-style-type: none"> <li>• Payments for expenditure considered and agreed by all <table style="margin-left: 20px; border: none;"> <tr> <td>Village Hall monthly direct debit</td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>Clerk/RFO salary and expenses</td> <td style="text-align: right;">£429.54</td> </tr> <tr> <td>Information Commissioners Office (<i>GDPR</i>)</td> <td style="text-align: right;">£47.00</td> </tr> <tr> <td>Terry Butterfield (no through road signs)</td> <td style="text-align: right;">£27.77</td> </tr> <tr> <td>Philip Hardman (xmas tree install &amp; remove)</td> <td style="text-align: right;">£190.00</td> </tr> <tr> <td>Sam Hutchinson (storage boxes)</td> <td style="text-align: right;">£24.00</td> </tr> </table> </li> </ul>	Village Hall monthly direct debit	£50.00	Clerk/RFO salary and expenses	£429.54	Information Commissioners Office ( <i>GDPR</i> )	£47.00	Terry Butterfield (no through road signs)	£27.77	Philip Hardman (xmas tree install & remove)	£190.00	Sam Hutchinson (storage boxes)	£24.00	
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6211	<b>Planning Applications and Decisions</b> <ul style="list-style-type: none"> <li>• 26/0094/TCA: Remove one sycamore tree down driveway with large amounts of fungus, top and reduce poplar trees and potentially remove trees with ash dieback, reducing poplars by 15 percent at 88 Higham Hall Road for Mrs C Humberstone – <b>for information only</b></li> </ul>													

6212	<b>Clerk's Report and Correspondence</b> <ul style="list-style-type: none"> <li>The report was distributed before the meeting</li> </ul> Matters noted: <ul style="list-style-type: none"> <li>Still awaiting date confirmation from PBC for the memorial inspection</li> <li>The caterer and entertainer have both confirmed for this year's Seniors Party</li> <li>Reinstatement of Guide Lane road sign has been chased up again</li> <li>Reminder email sent to PCSO Fielding regarding the parked caravan on HHR</li> </ul>	
6213	<b>Barrowford &amp; Western Parishes Committee</b> <ul style="list-style-type: none"> <li>Cllr J Metcalfe attended the BWPC meeting and reported back prior to our meeting that we had been advised to submit an urgent bid for the Pride in Place Impact Fund. A match funded bid for consideration was submitted for funding towards the playground renovations</li> </ul>	
6214	<b>Village Hall Committee Report</b> <ul style="list-style-type: none"> <li>Cllr Perrin attended the Village Hall Committee meeting and provided an update prior to this meeting</li> <li>The extension is progressing well; however, it is currently exceeding the budget allocated through the grant received. The committee is welcoming suggestions for a suitable dignitary to officially open the village hall upon completion of the works</li> </ul>	
6215	<b>Borough Councillors Report</b> <ul style="list-style-type: none"> <li>No report this month</li> </ul>	
6216	<b>County Councillors Report</b> <ul style="list-style-type: none"> <li>Co Cllr Hartley has recently undertaken a guided tour of the new police station and reported it to be very impressive; although there are no cells, there will be a substantial police presence on site 24/7, albeit without a manned front desk</li> <li>There is currently no significant activity to report at County level</li> <li>Budget meetings are being held week commencing 23<sup>rd</sup> February</li> </ul>	
6217	<b>Village Maintenance Update</b> <ul style="list-style-type: none"> <li>CCTV - Cllr J Metcalfe will arrange extra sets of keys and coordinate with Clerk, Cllrs and Chris Tetley to organise a training session</li> <li>Shed rendering - Cllr M Metcalfe has obtained one quotation, and Cllr Butterfield will pursue a second</li> <li>Trees/Shrubbery overhanging from Chapel Grounds - The memorial ground is in a poor condition, with stones, bricks, rubbish and an old gate scattered throughout the area. The trees have self-seeded and are now growing from, and causing damage to, the boundary walls. Cllr Butterfield and Cllr Wood have inspected the site and consider the work to be potentially too dangerous and labour intensive for volunteers to undertake. It was resolved for Cllr Butterfield to liaise with the handyman regarding the clearance of the area</li> <li>Spout - The spout troughs are leaking and deteriorating and require sealing, along with repointing and general maintenance. It was resolved for Cllr Butterfield to liaise with the handyman to obtain a quotation</li> <li>Copthurst Avenue - the entrance to the park is once again extremely wet and muddy and may require drainage. It was resolved for Cllr Butterfield to liaise with the handyman to discuss potential solutions</li> </ul>	<i>Cllr J Metcalfe</i>  <i>Cllr Butterfield</i>  <i>Cllr Butterfield</i>   <i>Cllr Butterfield</i>  <i>Cllr Butterfield</i>
6218	<b>Playground Maintenance</b> <ul style="list-style-type: none"> <li>Cllr Wood will prepare and prioritise a list of potential proposals for consideration, should funding be allocated from the Pride in Place Impact Fund</li> </ul>	<i>Cllr Wood</i>
6219	<b>Parish Matters</b> <ul style="list-style-type: none"> <li>Spout Magazine Distribution List - following feedback, the distribution list has been amended. It will be circulated prior to the next delivery date for checking and agreement</li> </ul>	<i>Clerk</i>

	<ul style="list-style-type: none"> <li>To agree a date and time for the Annual Village Meeting - following discussion, it was agreed to hold the APVM on Wednesday 13<sup>th</sup> May at 7pm. The Clerk will arrange the necessary advertising and invitations</li> <li>Biodiversity - Cllr Hutchinson will liaise with Richard Gadd regarding any progress and to confirm that the shed keys have been returned</li> <li>Speeding (competition) – Cllr Hutchinson will design a speeding-awareness competition (i.e. 20 is plenty) and will liaise with the school to see if they wish to be involved. An advert will also be included in the next Spout Magazine to encourage entries from all residents, young and old! There will be prizes for each age category (children, young people and adults)</li> </ul>	<p><i>Add to April Agenda to finalise arrangements</i></p> <p><i>Cllr Hutchinson</i></p> <p><i>Cllr Hutchinson</i></p>
6220	<p><b>Items for consideration for next Agenda</b></p> <ul style="list-style-type: none"> <li>Spout and drain</li> <li>Trees (clerk to organise letters in the meantime)</li> <li>Overgrown brambles and hedges (clerk to organise letters in the meantime)</li> <li>Sabden Road wall repair (clerk to contact LCC in the meantime)</li> <li>Ginnel at the end of Laneside Avenue (Co Cllr Hartley to discuss barrier with highways in the meantime)</li> </ul>	
6221	<p><b>Date of next meeting:</b></p> <ul style="list-style-type: none"> <li>Tuesday 17<sup>th</sup> March 2026 at 7.00pm</li> </ul> <p>~~~~~</p> <ul style="list-style-type: none"> <li>Meeting closed at 20:14</li> <li>Advance meeting apologies received from Cllr Perrin</li> <li>Tentative advance meeting apologies received from Cllr Hutchinson</li> </ul>	