

Minutes of Parish Council Meeting 21st July 2026

Present: Cllrs Terry Butterfield, Duncan Wood, John Metcalfe and Sam Hutchinson

Apologies: Cllrs Diane Perrin and Michael Metcalfe

Also in attendance:

Parish Clerk, Patricia Rosthorn

County Councillor Howard Hartley

Two members of the public

No	Minute Heading	Action
6280	Welcome and Public Questions - Cllr Butterfield proposed Cllr Metcalfe as Chairperson, this was seconded by Cllr Hutchinson and agreed by all. Cllr Metcalfe opened the meeting and welcomed all in attendance - A member of the public asked how often the police are in the village and expressed a wish to see a greater police presence. It was noted that there has been an increase in reports of vehicles travelling at excessive speeds through the village. Cllr Metcalfe advised that he has a few 20mph signs available and will pass these to Cllrs Butterfield and Wood, who have volunteered to install them along Higham Hall Road. It was also noted that a SPID has recently appeared within the village; however, we are unsure who arranged this. The Clerk will make enquiries to establish where the device has come from and investigate the possibility of obtaining an additional SPID - A member of the public reminded the Council of the request to install an additional sign on Croft Lane ('No Unauthorised Access'). The matter was noted and will be followed up	<i>Clerk to email highways & PCSO Fielding</i> <i>Clerk to source sign</i>
6281	Declaration of Councillors Interests No interests were declared this month	
6282	Minutes of the last meeting - Minutes of the Annual Parish Council meeting, held on Wednesday 27th May 2026 were signed by the Chair as a true and accurate record, (Proposed by Cllr Wood and seconded by Cllr Butterfield) - Minutes of the Council meeting, held on Wednesday 27th May 2026 were signed by the Chair as a true and accurate record, (Proposed by Cllr Butterfield and seconded by Cllr Hutchinson) - Minutes of the Council meeting, held on Saturday 6th June 2026 were signed by the Chair as a true and accurate record, (Proposed by Cllr Wood and seconded by Cllr Butterfield)	
6283	Councillor Vacancies One person attended the meeting expressing an interest	
6284	Finance Payments for expenditure considered and agreed by all	

	- Village Hall £50.00 - Clerk/RFO (including Ink/Microsoft/Norton antivirus) £557.91 -Ronset Ltd (Spout Magazine 2047149) £179.00 -Pendle Borough Council Grass Cutting (5170660) £931.68 -Pendle Borough Council Grass Cutting (5171797) £931.68 -Duncan Wood (Wooden post for log steps) £29.03 • External Audit Report – The report from the External Auditor has not yet been received <i>Add to next Agenda</i> • Legacy Fund Project – Councillors were asked to consider and bring forward suggestions for discussion at the next meeting <i>Add to next Agenda</i> • Debit Card Policy – To be included on the agenda for the next meeting, as the debit card and its associated terms and conditions have not yet been received <i>Add to next Agenda</i>	
6285	Planning Applications and Decisions • No new applications this month • 26/0176/FUL Full: Erection of a single storey rear extension with the formation of a ramped access at St Johns Church Higham, Hall Road Higham Decision: Refuse	
6286	Clerk's Report and Correspondence • The report was distributed before the meeting Matters noted: -Higham Hall Road sign to be collected and repaired by Pendle Council -Guide Lane sign to be replaced by Pendle Council -Awaiting replacement tree guard. Pendle Council contacted again	
6287	Barrowford & Western Parishes Committee • Decisions on the bids for the Area Committee funding for 2026/27 has been deferred to the next BWPC meeting • Nothing else discussed that was relevant to Higham	
6288	Village Hall Committee Report • Cllr Perrin had circulated the Village Hall Committee report prior to the meeting	
6289	Borough Councillors Report • No report this month	
6290	County Councillors Report • Under the new unitary authority arrangements, Higham will fall within the Blackburn and Darwen authority area. While it remains unclear how the new authority will operate in practice, our Parliamentary constituency and MP will remain unchanged with current boundary arrangements expected to stay in place until 2032	
6291	Village Maintenance Update • A stone slab behind the spout trough has been damaged. The Lengthsman has been asked to inspect the area and source a replacement, in the meantime, Cllr Butterfield will tape off the area to highlight the potential hazard • Weedkilling has been completed throughout the village. Due to the recent hot weather, it may take several weeks for the treatment to fully take effect • Boundary stones for the playground are available from a local farm. Cllr Butterfield and Cllr Wood will inspect the stones to determine their suitability and if appropriate, make arrangements with the Lengthsman for their collection and installation • The Memorial Inspection Report is still outstanding. Clerk to contact David Wharton to chase this up	<i>Clerk to chase report</i>

	- Repairs to the bus stop legs have now been completed; however, it appears that additional maintenance work is required. An application for funding has been submitted through the Area Bids programme, and it is hoped that a decision will be received next month as to whether the necessary repairs can be supported through this funding - It was noted that the CCTV system should be checked to ensure it is operating correctly following its relocation and the change of Wi-Fi provision in the Village Hall - Following advice received regarding the transfer of fixed assets, it was agreed that further discussions are required. Additional information will be gathered to assess the implications and determine whether proceeding with the transfer would be beneficial and represent the best option for the Parish Council	
6292	Playground Maintenance - It was reported to Cllr Metcalfe that the noughts and crosses play equipment may have been damaged. He will inspect the equipment and report back on its condition - Work to install the new Rota Bounce is underway and is expected to be completed within the next few days - Cllr Wood has replaced the log steps that had been damaged by the grass cutters	
6293	Parish Matters - It was discussed whether residents remain happy to receive the Spout Magazine in its current printed format or whether a digital version should be considered. Views were mixed and it was agreed to research how other parish councils/villages communicate with their residents. A possible long-term aim could be to explore a predominantly digital publication, supplemented by a limited number of hard copies available from designated collection points. Consideration will also be given to what residents would like to see included in the magazine and the type of content they find most useful and engaging - Speeding Awareness Competition - Discussions were held regarding the biodiversity area on the playing field and where it could be re-sited. It was noted that parts of the playing field are too boggy and poorly drained and that any biodiversity area would ideally need to be located on better-drained ground. It was also noted that biodiversity areas can require significant maintenance and, if not properly managed, may appear untidy or overgrown. Councillors to consider potential ideas and solutions, with the matter to be included on the next agenda for further discussion - The Christmas Tree Lighting date has been agreed for Sunday 29th November 2026. Arrangements are expected to be similar to last year, however, Cllr Hutchinson will liaise with the Four Alls nearer the time to confirm - The singer originally booked for this year's Seniors' Christmas Party is no longer available to attend. Cllr Butterfield will liaise with John Clegg to see whether he can recommend suitable alternative entertainment - Cllr Hutchinson has liaised with Higham's Craft Group regarding this year's poppy displays for Remembrance Sunday. It was also agreed to obtain prices for additional display items, such as a silhouette walkway featuring commemorative cut-outs. Cllr Hutchinson will also investigate further details of those from Higham who served in the Armed Forces, including the branches in which they served, such as the Army, Navy and RAF to determine whether this information could be incorporated into the display or other commemorative activities - It was brought to the attention of the Parish Council that there appears to be an increasing number of stray cats and kittens within the village	<i>Add to next agenda</i> <i>Add to September Agenda</i> <i>Add to next agenda</i> <i>Add to November agenda</i> <i>Cllr Butterfield</i> <i>Add to next Agenda</i>
6294	Items for consideration for next Agenda - Remembrance Day - Playground Stones - Fixed Asset Transfer - Biodiversity	

	• Spout Magazine • Cllr Roles and Responsibilities	
6295	Date of next meeting: • Tuesday 18th August at 7.00pm • Advance meeting apologies received from Cllr John Metcalfe ~~~~~ • Meeting closed at 8.38pm	

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