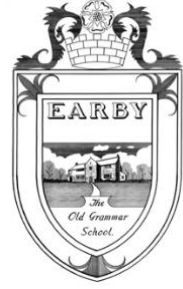




EARBY TOWN COUNCIL



Chair: Cllr T. Hardman
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Meeting of Earby Town Council
Monday 31st March 2025
The Parish Rooms, Victoria Road, Earby

MINUTES

1. Welcome

Councillor Myers, Vice Chair of the Council, welcomed all present to the meeting at 7.30pm.

2. Attendance, Apologies, and non-attendance

The attendance of members was recorded: Cllrs J. Myers, V. Cocker, D. Anderson, N. Goodman and T. Dickinson were present.

Apologies were received from Cllr. T. Hardman and A. Inman and the reasons for absence were accepted.

Cllr. R. Robinson was not in attendance.

3. Declarations of Interest

There were no declarations of interest notified on the agenda.

4. Exclusion of the public and press

There were no relevant matters identified as meeting the criteria for exclusion on the agenda.

5. Public Participation

There were no members of the public present at the meeting.

6. Minutes

Council resolved to accept and approve the minutes of the last meeting on [Monday 24th February 2025](#) as an accurate record (Proposed TD, 2nd DA).

7. Update of ongoing issues from previous Minutes

The Town Manager provided an update to members on the progress made against the following ongoing issues.

7.1 A summary of maintenance tasks carried out since the last meeting was presented to council which included work clearing, itemising contents, tidying and stocking with sandbags the five flood containers around the town for the Earby Community Flood Group. Additional maintenance work had been carried out at Birley Playing fields including the removal of a damaged debris screen and tree work on the boundary. A new ceiling has now been installed in the upstairs community room of the former fire station in preparation for opening the room for use by the public and suitable projects. A new noticeboard has been fitted, consolidating two dated, unsightly boards which have been removed. The Internal Auditor has been appointed and engagement commenced for the 2024/2025 Audit. The annual insurance premium has been paid and appropriate cover is in place with Zurich Municipal. The portable Public Address system has been upgraded with an additional speaker, two wireless microphones and stands for the speakers and microphones.

8. Crime Prevention/Anti-Social Behaviour

Members discussed the ongoing menace of uninsured and unroadworthy electric and off road motorcycles being ridden around town by youths. Members of the public were being put at risk, particularly on the disused railway line and public greens. Engagement with Lancashire Constabulary about the problem had taken place and the importance of informing the police of the suspected identity of those responsible and reporting real time sightings was made.

9. Allotments

Council was updated on the management of its five allotment sites. A handful of plots were in the process of being let out in time for spring, with the waiting list now having over 50 residents.

10. Correspondence

10.1 Council received a briefing from the Town Manager on the issue of the Borough Council's late payment dates of the annual precept to Parish and Town Councils. The precept would now be paid in two instalments at the end of April and September, rather than quarterly as in previous years as a result of the Council's representations made to Pendle BC. Members resolved to pursue the reimbursement of interest lost because of the previous practice (Proposed NG, 2nd DA).

10.2 The Town Manager reported that he had successfully secured six years back payment of unpaid ground rent from the Environment Agency, resulting in a receipt of £1,200 and had set up direct invoicing to the relevant department going forward.

10.3 Council were informed of communication from the Engineering Manager, Pendle Borough Council, and the proposed review of the Earby Flood Plan and restoration of the **Earby Community Flood Group**. An open invitation for partners and potential volunteers was circulated for a meeting at 5:30pm on **Tuesday 13th May 2025** to be held at Earby Fire Station, Jagoe Road, Earby BB18 6YD

11. Planning Applications

There have been no new planning applications received and circulated since the previous meeting that Members have sought to debate.

12. Reports from meetings with other organisations

12.1 Cllr Inman was unable to attend the last meeting of the West Craven District Committee meeting of Pendle Borough Council.

12.2 Cllr Myers provided an update on the activities of the Earby Events Group who were busy planning three events for the year ahead, the first of which will be the **Medieval Mayhem** family fun day on Aspen Lane Green on Sunday **11th May 2025**.

12.3 Cllr Inman was not present to provide an update on the activities of the Birley Playing Fields Working Group.

12.4 Cllr Anderson provided Members with an encouraging update on the recent meeting of the Arts and Culture Steering Group of Pendle Borough Council which had taken place at Earby Council offices. The Group were keen to engage in activities to benefit Earby residents and several ideas were in development.

13. Policy: Annual Leave and Training

13.1 Council resolved to adopt the documents [2025 Annual Leave Policy](#) and [2025 Training and Development Policy](#) into Council policy (Proposed VC, 2nd TD).

14. Burnley Football Club

14.1 Council received an update from Cllr Anderson on an approach from Burnley Football Club and a potential opportunity for the Town Council to develop joint initiatives for the benefit of young people in the town. A meeting had been scheduled to develop this further.

15. Finance

15.1 Council resolved to approve the Payment List, as circulated (Proposed DA, 2nd VC).

15.2 Council received and noted the latest (Year to Date) Payments & Receipts document and the Council's current Earmarked Reserve funds, which would be reviewed next month.

15.3 Council received an end of Financial Year briefing on actual spend v the 2024/2025 Budget. Council had met its financial targets with a net surplus of £5,365. Actual spend was within 0.4% of all income generated during the year through a range of measures implemented to challenge the status quo, recover debt and secure best value.

15.4 Council approved, and Cllr Myers signed a document detailing the Council's current Direct Debits and Regular Payments which are made by the Town Manager under the delegated authority of Council (Proposed JM, 2nd VC).

15.5 Council noted, and Cllr Anderson signed this month's bank account reconciliation report with the Council's accounting software.

Members of the Council thanked the Town Manager for the diligent and professional management of the Council's finances, identifying several opportunities to deliver better value for money and, together with the Lengthsman, deliver more for less in what was a challenging financial year, at no additional increase in tax to its residents.

16. Next Meeting Date

The next meeting is provisionally scheduled for **Monday 28th April 2025**

An agenda will be published in advance of the meeting to confirm.

17. Meeting Close

The meeting was closed at 20.41 hrs and the Vice Chair thanked all present for their attendance and contribution.