



EARBY TOWN COUNCIL



Chair: Cllr T. Hardman
The Parish Rooms, Victoria Road,
Earby, Barnoldswick, Lancashire. BB18 6US
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Meeting of Earby Town Council Monday 28th April 2025 at 7.30pm The Parish Rooms, Victoria Road, Earby

Members of the Council are hereby summoned to attend a full Meeting of the Town Council in accordance with schedule 12 para.10(2) (b) of the Local Government Act 1972 to be held as detailed above. If you are unable to attend, your apologies and reason for absence should be forwarded to the Town Manager in advance.

AGENDA

Meetings are open to the public and may be recorded by representatives of the media or by members of the public. Any persons intending to record this meeting are requested to respect the wishes of members of the public who have come to speak at a meeting; and reminded that it is not permitted for oral commentary to be provided during a meeting. The Chair may ask people to stop recording and leave the meeting if they act in a disruptive manner.

1. Welcome

The Chair of the Town Council, Councillor Hardman to welcome all to the meeting at 7.30pm.

2. Attendance, Apologies, and non-attendance

To record the attendance of Members, receive apologies for absence, to approve reasons for absence, and note non-attendance.

To receive and accept the resignation of Cllr Robinson due to family commitments and note the additional vacancy of councillor to the West Ward of Earby. Council now has five vacancies which have been notified to the monitoring officer and published.

3. Declarations of Interest

To receive declarations of [personal interests](#) in any matter identified in this agenda.

A member with a disclosable interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, a member with a disclosable interest shall leave the room where the meeting is held while any discussion or voting takes place.

4. Exclusion of the public and press

To determine which items, if any, should be taken with the public excluded.

If the Council decides to exclude the public it will be necessary to pass a resolution in the following terms: "In view of the confidential nature of some items, it may be necessary to discuss these items with the Public and Press excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960, S1.

5. Public Participation

To adjourn the meeting to allow for members of the public to be offered the opportunity to address council on any subject.

Any questions for Council which require a detailed answer should to be sent via post or email to the Town Manager one week before the meeting, otherwise a response may be deferred on the evening.

6. Minutes

To accept and approve as an accurate representation, the minutes of the last meeting held on [Monday 31st March 2025](#)

7. Update of ongoing issues from previous minutes

Items are presented here for information only, no resolutions to arise from such updates, a verbal update from the Town Manager and Councillors can be received on any matters from the previous minutes and not covered as an item on this agenda.

To receive an update from the Town Manager on progress made against matters dealt with since the previous meeting.

7.1 Summary of Maintenance & Repair Tasks carried out since last meeting.

7.2 Placement of the next benches in the annual replacement programme.

7.3 Development of the 2025 Asset Register.

8. Crime Prevention/Anti-Social Behaviour

To report on any issues of concern and matters for the attention of the local police team.

9. Allotments

To receive an update on the management of the Council's five allotment sites.

10. Correspondence

10.1 To receive an update from the Town Manager on the issue of the Borough Council's payment dates of the annual precept to Parish and Town Councils.

11. Planning Applications

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

To note that the planning decision outcome for application 2024/0094/FUL regarding the proposed development off Colne Road on the Earby/Sough boundary.

12. Reports from meetings with other organisations

*To receive for information purposes, verbal or written reports from Councillors or the Town Manager on any such meetings they have attended. **These should be notified to the Town Manager in advance of the agenda so that they can be listed;** and in the case of written reports, so that they can be circulated to Councillors prior to the meeting.*

12.1 West Craven District Committee (AI).

12.2 Earby Events Group (JM).

12.3 Birley Playing Fields Working Group (AI).

12.4 Burnley Football Club (DA).

13. The Annual Town Meeting (public meeting)

To note the requirement to set a date and advertise the Annual Town Meeting at a local venue, where attendees will receive the Chair's Report of council activity in the previous year, forthcoming plans, and residents and local business owners will have the opportunity to raise issues relating to town council services, local policing, or other community matters.

14. Finance

14.1 To resolve to approve the Payment List, as circulated.

14.2 To receive and note the latest (Year to Date) Payments & Receipts document and the Council's current Earmarked Reserve funds.

14.3 To consider and approve the realignment of Earmarked Reserve funds set aside for the forthcoming financial year.

14.4 To note, and a member other than the Chair to sign this month's reconciliation report between the bank account and the Council's accounting software.

15. Next Meeting Date

To note the next scheduled meeting of the Town Council on **Monday 19th May 2025**

This will be the **Annual Meeting of the Town Council** at which the Chair and Vice Chair will be elected for the year ahead (this is not the same meeting as that at item 13 above).

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

16. Meeting Close