



# EARBY TOWN COUNCIL



Chair: Cllr T. Hardman  
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**Meeting** of Earby Town Council  
Monday 18<sup>th</sup> August 2025  
The Parish Rooms, Victoria Road, Earby

## MINUTES

### 1. Welcome

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

### 2. Attendance, Apologies, and non-attendance

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

Apologies were received from Cllr T. Hardman and the reason provided accepted by Council.

### 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

A member of the public was in attendance and made representations about the type of vehicles being left at land off Cemetery Road, preventing other residents from parking there e.g. a grey caravan with no registration plate and a flat tyre had recently been abandoned across two bays and there were several motorhomes that appear to have been stored there for several months without moving. He proposed a system of charging owners to store vehicles there.

The Town Manager identified that although this land was not a designated car park the Town Council wished for it to be used exclusively for nearby residents to park their vehicles – specifically those used daily and roadworthy – thereby alleviating congestion and improving road safety on the adjoining narrow terraced streets. Several factors presented challenges in preventing infrequently used vehicles and unroadworthy vehicles from blocking spaces for others in an anti-social manner. This included relevant legislation and powers being restricted to the Borough Council and Police and our limited resources in monitoring the site, identifying

the owners of contravening vehicles and the issue of vehicles subsequently being moved around the Town and Borough to other land/car parks when issued with 15 day removal notices.

The Town Council had previously debated the options available to them in [September 2019](#) [October 2019](#) and [October 2021](#) and therefore Council committed to revisiting its options at the next meeting, currently scheduled for 29<sup>th</sup> September 2025.

## **6. Minutes**

Council resolved to accept and approve the minutes of the last meeting on [Monday 30<sup>th</sup> June 2025](#) as an accurate record (Proposed SW, 2<sup>nd</sup> 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 on benches and removal of fences at Hill Top, work on the van prior to it passing its MOT and repair to a vandalised wall and electrical work at Cemetery Road.

7.2 Numerous incidents of criminal damage, waste removal including broken bottles and dog faeces had been addressed across the town's playgrounds. The MUGA play surfaces had been relined following a request from young people using the site.

7.3 The in-house management of the pole planters is progressing well with the council's own vehicle and bowser being utilised twice a week to keep the 50 planter reservoirs full. Which, even during the latest hot weather had been sufficient frequency and requiring all the 600 litres capacity of the bowser. Council praised Mr Riley for his work having received numerous positive comments from residents and retailers on the appearance of the planters.

7.4 Following a review of all benches located across the parish, the Town Manager informed members that except for six benches opposite 11 Colne Road, all benches were the responsibility of the Town Council. This followed a review of archived documentation relating to the transfer of assets from PBC in 2016. The ongoing programme of refurbishment, repair and renewal of public seating would now include the additional benches identified and these are all now listed in the asset register.

## **8. Crime Prevention/Anti-Social Behaviour**

It was noted that Lancashire Constabulary no longer has a community officer allocated to Earby following the resignation of the PCSO in June.

Areas of the town continue to be subjected to anti-social behaviour and criminal damage to public and private property by youths and members were encouraged to report incidents to Lancashire Constabulary to ensure its data reflected the true scale of the issue in advance of representations being made to the organisation and the Police and Crime Commissioner.

## **9. Allotments**

Council was updated on the management of its five allotment sites. Two plots had been let out since the last meeting with others to follow in the coming weeks. The waiting list remained at 50+ residents with an average wait of three years for residents to be offered a plot.

A tap replacement had been carried out at School Lane during the last month.

## **10. Correspondence**

10.1 Council were informed that Lancashire County Council are to cease funding of the Local Biodiversity Schemes for Public Rights of Way 2025/26. The Town Council remained part of the Enhanced Countryside Service provided by Pendle Borough Council and members were encouraged to report any matters relating to Public Rights Of Way (PROW) to the Town Manager to maximise the benefits of the service subscribed to.

## **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 There was no representation made at the last West Craven District Committee meeting of Pendle Borough Council.

12.2 Cllr Inman and Cllr Myers provided an update on the Earby Dragons event held on Saturday 16<sup>th</sup> August 2025. The family day had been a great success as a result of the huge amount of work put in by volunteers of the Earby Events Group, and others, ahead of the event and on the day. Volunteers delivered craft activities, arranged for storytelling, a bouncy castle, food and drink and many other activities. Families stayed throughout the day and were engaged with a variety of entertainment for children and adults alike. The Vice Chair thanked all those involved including Barnfield Construction who had sponsored the event and kindly built and donated a 'Hobbit House' for the day.

12.3 Cllr Inman informed the council that the Birley Playing Fields Working Group had met on Thursday 10<sup>th</sup> July 2025 and details would be circulated soon on the next steps now that the above event was concluded.

## **13. Hill Top Boundary Fencing**

Council considered and resolved to approve a recommendation to replace the vandalised Post and Rail boundary fencing to the playing field at Hill Top Recreation Ground with Knee Rail (Bird's Mouth) fencing along the South and East aspects of the site. Providing a more robust and cost effective boundary (Proposed DA, 2<sup>nd</sup> SW).

Council resolved to deliver the project in-house as opposed to using an external contractor (Proposed VC, 2<sup>nd</sup> DA).

## **14. Hill Top Pavilion Foul Drainage**

Council noted the outcome of initial investigations into the design and operation of the foul/grey water disposal system for the Pavilion at Hill Top Recreation Ground. It had been established that the premises is served by a Cess Pitt as opposed to a Septic or Treatment Tank and the date that it had last been emptied had not been established with PBC.

14.1 Council resolved to approve the expenditure of (a maximum of) £2,705 (incl. VAT) for the complete emptying of the cess pit to allow for a detailed inspection. This will necessitate multiple tankers to shuttle the waste under the low bridge of the disused railway line (Proposed VC, 2<sup>nd</sup> DA).

14.2 Council resolved to approve the expenditure of £1,080 (+ VAT) for a detailed inspection and report as to its condition, connections and its potential impact on the environment (Proposed VC, 2<sup>nd</sup> DA).

14.3 Council sought to explore the cost and implications of connecting to the nearest mains sewer as an option following the above actions (Proposed NG, 2<sup>nd</sup> JM).

## 15. Maintenance Vehicle - upgrade to EV

15.1 Council resolved to approve the replacement of the current maintenance van - a five year old diesel Ford Transit Connect - with a used, nearly new EV van of a similar size. Examples of vans currently for sale were shown to members (Proposed AI, 2<sup>nd</sup> VC).

15.2 Council resolved to set a limit of £15,000 (+VAT) on the cost of a replacement which was to coincide with the installation of an EV charger in the garage following the receipt of quotations and as the first step in enhancing the use of renewables at the council offices as previously agreed (Proposed TD, 2<sup>nd</sup> SW).

This action was aimed at further reducing the Council's carbon footprint, exploit opportunities for green energy production at the premises and reduce emissions, in support of HM Government's climate emergency mitigation priority.

## 16. Community Website renewal

Council resolved to approve funding to renew the hosting service for the community website <https://earby.info> at a cost of ~£440 for three years (Proposed AI, 2<sup>nd</sup> VC)

## 17. External Audit

This item was deferred to the next meeting in the absence of communication from the Auditor.

## 18. Finance

18.1 Council resolved to approve the Payment List, as circulated (Proposed AI, 2<sup>nd</sup> VC).

18.2 Council received and noted the latest (Year to Date) Payments & Receipts document and the Council's current Earmarked Reserve funds.

18.3 This item was withdrawn as the Lengthsman, Mr Kelly, had identified a method to repair the specialised £400 public toilet lighting units for £38 each.

18.4 Council noted and approved implementation of the national Local Government Pay Award for 2025/2026, notified to Council by the NJC and NALC on 24<sup>th</sup> July 2025 and effective from 1<sup>st</sup> April 2025 (Proposed JM, 2<sup>nd</sup> SW).

18.5 Council noted the size and condition of the Council's security safe and resolved to approve expenditure of ~£666 (+VAT) on the purchase of a new larger safe with 1½ hour fire resistance to protect documentation and personal data. No cash or valuables being held on the premises (Proposed DA, 2<sup>nd</sup> VC).

18.6 Council noted, and Cllr Anderson signed the bank account reconciliation reports with the Council's accounting software for the months of July and August.

## 19. Next Meeting Date

The next meeting is provisionally scheduled for **Monday 29<sup>th</sup> September 2025**

An agenda will be published online in advance of the meeting to confirm it taking place.

## 20. Meeting Close

The meeting was closed at 20.58hrs and Cllr Myers thanked all present for their attendance and contribution.