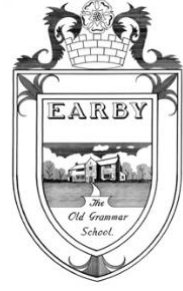




# EARBY TOWN COUNCIL



Chair: Cllr T. Hardman  
The Parish Rooms, Victoria Road,  
Earby, Lancashire. BB18 6US  
Tel: 01282 844965  
email: [clerk@earbytowncouncil.gov.uk](mailto:clerk@earbytowncouncil.gov.uk)  
website: <https://www.earbytowncouncil.gov.uk/>

**Annual Meeting** of Earby Town Council  
Monday 18<sup>th</sup> May 2026  
The Parish Rooms, Victoria Road, Earby

## MINUTES

### 1. Welcome

Councillor Hardman welcomed all present to the meeting at 7.30pm

### 2. Election of a Chair and Vice-Chair

Nominations were received for Cllr Hardman for election to the Chair of the Council and for Cllr Myers for election to Vice Chair.

Councillors Hardman and Myers accepted their nominations and were voted into the respective positions, duly signing their acceptance of office documents (Proposed AI, 2<sup>nd</sup> VC).

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

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

Cllr S. Wadsworth was not in attendance.

### 4. Declarations of Interest

There were no declarations of interest notified on the agenda.

### 5. Exclusion of the public and press

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

### 6. Minutes

Council resolved to accept and approve the minutes of the last full council meeting held on [Monday 27<sup>th</sup> April 2026](#) as an accurate record (Proposed AI, 2<sup>nd</sup> VC).

### 7. Public Participation

Cllr Susan Land, Pendle Borough Council was present and observed the meeting.

## 8. Update of ongoing issues from previous Minutes

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

8.1 A summary of maintenance tasks carried out since the last meeting was presented to council which included preparation of the upstairs community space for decorating and fencing work at Hill Top Recreation Ground. Work was ongoing with the manufacturer to rectify a communications fault with the female public toilet entry system at the bus station.

8.2 All the council's playgrounds continue to be inspected weekly with graffiti and litter being removed at each visit. The play surface at Rushton Avenue had been repaired since the last meeting although disappointingly further vandalism to a new basket swing was reported during the meeting.

8.3 Council was updated on the new grass cutting activity for Aspen Lane Green which has been transferred in-house from PBC. Members expressed thanks to those involved commenting on how the area had benefitted from grass collection after cutting, particularly ahead of the event held on Sunday. A modification to the area being collected and that being mulched was agreed upon for a trial period.

## 9. Council Policy

Council reviewed and resolved to accept all [Council policies](#) previously established and published, as current for the forthcoming year (Proposed TH, 2<sup>nd</sup> JM), including but not limited to

- Standing Orders
- Code of Conduct
- Financial Regulations
- Risk Management Policy
- IT Policy
- Human Resources Policies

Individual reviews of policies will continue to be conducted in this new financial year and brought before council for updates and amendments where necessary.

Earby Town Council is a member of the National Association of Local Councils (NALC) and where a policy is not already present on our website then the latest published NALC policy will be adopted into practice reducing duplication and unnecessary bureaucracy.

## 10. Crime Prevention/Anti-Social Behaviour

Members discussed recent disorder and anti-social behaviour at premises on Victoria Road and Wilkinson Mount and were reassured that the appropriate agencies had been made aware and were acting.

## 11. Allotments

Council was updated on the management of its five allotment sites. The waiting list remained at 50+ residents with an average wait of three years for residents to be offered a plot. Complaints had been received recently from several plot holders about adjoining plots being neglected and prevalent with weeds.

11.1 Council considered and resolved to introduce a *condition status website* page for all allotments providing a publicly available red, amber, green rating of the level of maintenance being implemented by its allotment tenants (Proposed TH, 2<sup>nd</sup> TD).

This measure was intended to raise tenant attendance and standards of maintenance, to avoid plots being overgrown and weed ridden and improve the community cohesion and pride across the council's allotment sites. Grading of the plots would commence this summer and those falling into Amber and Red categories would trigger intervention. Council acknowledged some of its own outstanding work on plots that were awaiting allocation would fall into Amber status and these would be included for transparency. Council would consider investment incentives in the future to sites that were given Green status across all its plots. A group mailing list would be introduced to improve communication with sites and the initiative.

## **12. Transfer of Assets from Pendle Borough Council**

Council resolved to not proceed with the transfer of ownership of land to the north of School Lane, locally known as St Anne's Wood. Primarily as the land is already subject to a 99 year lease to the Woodlands Trust with Pendle Borough Council (Proposed VC, 2<sup>nd</sup> JM).

## **13. Correspondence**

Correspondence had been received from a local landowner seeking to alter an access route across Town Council owned land. Members considered the proposal and its potential impact on drains, a nearby tree and its necessity. Council resolved to decline the request citing alternative options appeared to be available to the applicant which would avoid the council's land, drains and tree (Proposed TH, 2<sup>nd</sup> TD).

## **14. Planning Applications**

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

## **15. Reports from meetings with other organisations**

15.1 Cllr Myers and Cllr Dickinson updated the meeting on the 'Time Travellers' event held on Sunday 18<sup>th</sup> May 2026 on the village green at Aspen Lane. The event had been very well received despite the challenging weather. A broad range of free family activities and entertainment had been provided and the Earby Events Group were now looking forward to their next event in August and seeking funding opportunities to support it.

15.2 Cllr Hardman updated council on progress in securing additional design options and costings for a new playground at the existing Birley Playing Field playground site.

15.3 Council resolved to nominate Cllr Anderson as their Co-Optee to the West Craven Area Committee of Pendle Borough Council. When not available, Cllr Inman will represent the Town Council (Proposed JM, 2<sup>nd</sup> TH).

## **16. Finance**

16.1 Council resolved to approve the Payment List, as circulated (Proposed DA, 2<sup>nd</sup> TH).

16.2 Council received and noted the latest (Year to Date) Payments & Receipts document and the Council's current Earmarked Reserve funds, realigned at the last meeting.

16.3 Council approved continued annual membership and subscriptions to the following associations; the Society of Local Council Clerks (SLCC), Lancashire Association of Local Councils (LALC) and the National Association of Local Councils (NALC) (Proposed AI, 2<sup>nd</sup> JM).

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

**17. The 2025/2026 Annual Internal Audit Report**

Council received and noted the [report from the internal auditor](#).

**18. The 2025/2026 Annual Governance Statement (AGAR Sect 1)**

Council resolved to approve the Annual Governance Statement for 2025/26 ([page 4 of the AGAR](#)) (Proposed JM, 2<sup>nd</sup> TH).

**19. The 2025/2026 Accounting Statements (AGAR Sect 2)**

Council resolved to approve the Accounting Statements prepared by the Responsible Financial Officer for the year ended 31 March 2026 as an accurate representation of the financial position of this authority ([page 5 of the AGAR](#)) (Proposed JM, 2<sup>nd</sup> TH).

**20. Period for the Exercise of Public Rights**

Council noted the proposed period of exercise of the public right to access and review the council's unaudited accounts will be Wednesday 3<sup>rd</sup> June to Tuesday 14<sup>th</sup> July 2026. [The relevant notice](#) will be displayed in notice boards and published to the council's website on Wednesday 20<sup>th</sup> May 2026.

**21. HR Matter**

Council thanked the Town Manager for another positive outcome from the Internal Audit process for the financial year 2025/2026.

Council reviewed the workload and employment hours of the Town Manager & RFO position, noting the growth to Council's landholdings, assets, staff, legislative and maintenance responsibilities since his appointment in 2021. The Town Manager declined an increase to his hours, whilst acknowledging a significant reduction in workload capacity since the New Year due to Pride in Place enquiries, new Auditor processes and the delivery of larger maintenance projects in conjunction with the Lengthsman.

Council resolved to introduce the position of a part-time Assistant Town Clerk to support the work of the Town Council in delivering its responsibilities (Proposed VC, 2<sup>nd</sup> DA).

**22. Next Meeting Date**

Council noted the next scheduled meeting of the Town Council is **Monday 29<sup>th</sup> June 2026**  
An agenda will be published in advance of the meeting to confirm it taking place.

**23. Meeting Close**

The meeting was closed at 20.35 hrs and Cllr Hardman thanked all present for their attendance and contribution.