



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 17th August 2026 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.

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. Councillor Vacancies

To review the response to recent communications identifying several casual councillor vacancies on the Town Council and to resolve to co-opt and appoint into the vacancies.

6. Minutes

To accept and approve as an accurate record, the minutes of the last full council meeting held on [Monday 29th June 2026](#)

7. Public Participation

To adjourn the meeting to allow for members of the public to be offered the opportunity to address council on any subject. Members of the public will be invited to speak, or their letters read out, on one occasion each, up to a maximum duration of three minutes or at the discretion of the Chair.

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.

8. 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.

- 8.1 Summary of Maintenance & Repair Tasks carried out since last meeting.
- 8.2 Playgrounds/MUGA management and inspection.
- 8.3 Public Toilets at the Bus Station.
- 8.4 Football Pitch Management – complaints re grass cuttings at Bailey Street pitch.
- 8.5 Equipment storage facilities and office rearrangement.
- 8.6 CCTV upgrade project.

9. Crime Prevention/Anti-Social Behaviour

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

10. Allotments

To receive an update on the current position and receive a briefing on recommendations for the future management of the Council's five allotment sites - following an internal review and research on national best practice;

- 10.1 To note the variation in the condition of plots, outdated fee structure, ongoing costs to council, tenancy agreement content, current vacancies and waiting list status.
- 10.2 To resolve to approve the revised inspection and enforcement process.
- 10.3 To resolve to review the tenancy fee structure - fixed for over 7 years - and amend the fee calculation to reflect rising water provision costs, repair and maintenance costs and bring in line with the regional average. To differentiate between Allotment and Garden plots, and Earby residents and non-residents in the pricing structure.
- 10.4 To resolve to implement a reward process for tenants exceling in cultivation of their plot/site.

10.5 To resolve to commit to accompanying the officer conducting monthly inspections of sites.

11. Pride In Place Impact Fund (PIPIF)

To receive an update on the PIPIF application process.

11.1 To note feedback received regarding the proposal to redevelop of the former railway embankment opposite Humble Pie following site meetings with Pendle Borough Council and Lancashire County Council.

12. Correspondence

To review any items of correspondence requiring the attention and direction from council members.

13. Holiday Hostel

To receive an update on issues arising from the Earby Holiday Hostel.

13.1 To note the requirement for repair work to the pointing on the gable end of the building where it meets an adjoining property.

13.2 To note the receipt of a notification from the current business lease holder to surrender the lease at the next break clause in Spring 2027.

13.3 To note the requirement to consider and select an option at the next full council meeting to provide officers with the opportunity to put in place arrangements and inform the 2027/2028 Budget requirements. Arrangements for a visit to the premises to be made during August/Sept.

14. Planning Applications

There have been no new planning applications received and circulated since the previous meeting which council members have sought to debate.

15. 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.*

15.1 Earby Events Group (JM).

15.2 Birley Playing Fields Working Group (TH).

15.3 West Craven Area Committee (DA).

16. Finance

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

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

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

17. Next Meeting Date

To note the next scheduled meeting of the Town Council on **Monday 28th September 2026**

18. Meeting Close