



# EARBY TOWN COUNCIL



Chair: Cllr T. Hardman  
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## **Meeting of Earby Town Council Monday 28<sup>th</sup> September 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. Minutes**

To accept and approve as an accurate record, the minutes of the last full council meeting held on [Monday 17<sup>th</sup> August 2026](#)

## **6. 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.*

## **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 Playgrounds/MUGA management and inspection.

7.3 Watering and Mowing regime.

7.4 Hill Top Fencing progress

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

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

8.1 Abandoned vehicle RV14ENO – untaxed and no MOT - Birley Playing Field car park

## **9. Allotments**

To receive an update on the current position with the five allotment sites.

## **10. Pride In Place Impact Fund (PIPIF)**

To receive an update on the PIPIF application process and the progress made with the funded projects.

10.1 To resolve to approve a final design for implementation at the former Railway Embankment, A56 Colne Road owned by Pendle Borough Council and Lancashire County Council.

## **11. Birley Playing Field Playground Working Group**

To receive an update on the recommended design chosen by the working group ahead of their fund-raising activities.

11.1 To resolve to approve a final design for installation on council land at the site of the existing Birley Playground.

11.2 To resolve for the Town Council to become responsible for all maintenance and revenue costs at the site following installation.

## 12. Tree Surveys

To note remedial work arising from a recent tree survey of council land commissioned to assess the condition and safety of trees in our public places.

## 13. Annual ROSPA Playground Inspections

To receive an update and note remedial work arising from the annual ROSPA inspection of the Council's playgrounds. The report containing just four moderate risk items, one of which has been repaired, another awaiting the installation of in stock parts and the two remaining being at Birley Playground which is earmarked for upgrade. All other reported issues are rated as Low or Very Low risk items and form part of routine maintenance.

## 14. Correspondence

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

## 15. Holiday Hostel

To receive and consider a report of options on the future of the Earby Holiday Hostel from Spring 2027.

15.1 To resolve to select an option for implementation and notify the relevant parties.

15.2 To resolve to identify and approve costs associated with the selected option.

## 16. Planning Applications

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

## 17. Reports from meetings with other organisations

*To receive for information purposes, 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 so that they can be circulated to Councillors prior to the meeting.*

17.1 Earby Events Group (JM).

17.2 Birley Playing Fields Working Group (TH).

17.3 West Craven Area Committee (DA).

## 18. External Audit Completed

Council to note the completion of the annual limited assurance review as set out by the National Audit Office (NAO). The [External Auditor's Report and Certificate](#) has been received and published and in their opinion the information in Sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) was in accordance with Proper Practices, no other matters have come to their attention during the audit process giving cause for concern that relevant legislation and regulatory requirements have not been met.

The [Notice of Conclusion of the Annual Audit](#) has therefore now been published.

## **19. Finance**

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

19.2 To receive and note the latest (Year to Date) Payments & Receipts document, the Council's current Earmarked Reserve funds and the PIPIF expenditure to be reclaimed.

19.3 To receive an update on the YTD Actual v Budget performance at the end of Q2.

19.4 To approve expenditure of ~£1,300 on a second office computer following the appointment of the Assistant Town Clerk.

19.5 To note and approve to implement the new pay scales for employees (FY 2026/27) agreed by the National Joint Council for Local Government Services (NJC), notified by the NJC and NALC on 11<sup>th</sup> September 2026.

19.6 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.

## **20. Next Meeting Date**

To note the next scheduled meeting of the Town Council on **Monday 26<sup>th</sup> October 2026**

## **21. Meeting Close**