



EARBY TOWN COUNCIL



Chair: Cllr T. Hardman
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Meeting of Earby Town Council
Monday 28th September 2026
The Parish Rooms, Victoria Road, Earby

MINUTES

1. Welcome

Councillor Hardman, Chair to Council, welcomed all present to the meeting at 7.30pm

2. Attendance, Apologies, and non-attendance

The attendance of members was recorded: Cllrs T. Hardman, J. Myers, V. Cocker, D. Anderson, A. Inman, T. Dickinson and G. Taylor were present. Apologies were received from S. Wadsworth and were accepted.

3. Declarations of Interest

There were no declarations of interest notified on the agenda.

4. Exclusion of the public and press

No items were identified as meeting the criteria for exclusion of the public and press.

5. Minutes

Council resolved to accept and approve the minutes of the last full council meeting held on [Monday 17th August 2026](#) as an accurate record (Proposed JM, 2nd TD).

6. Public Participation

One member of the public was present for the duration of the meeting.

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 the removal of graffiti from numerous sites, allotment boundary alterations and the removal of waste from abandoned allotment plots.

7.2 All the council's playgrounds continued to be inspected weekly, with graffiti and litter being removed at each visit, particularly at Rushton Avenue and Birley Playing Fields which

consistently require the most maintenance and repair. Extensive damage had been caused to Northolme playground safety surface through vandalism that had cost over £900 to repair.

7.3 The Town Manager reported that the watering of the flower baskets had been completed for the season and that the mowing of the green at Aspen Lane would be reduced over the coming weeks.

7.4 The fencing at Hill Top Recreation ground was nearing completion.

8. Crime Prevention/Anti-Social Behaviour

The abandoned vehicle at Birley car park had been removed and the site closely monitored for any reoccurrence.

9. Allotments

Council received an update on the current position with tenancies across the Council's five allotment sites, two plots were in the process of being let at Bailey Street with all others now let, with the waiting list standing at 59. Annual invoices were due to be sent out during October which would reflect the increases approved at the last meeting.

10. Pride in Place Impact Fund

Council received an update on the PIPF application process and the progress being made with the funded projects.

10.1 Council resolved to approve the final design for implementation at the former Railway Embankment, A56 Colne Road owned by Pendle Borough Council and Lancashire County Council (Proposed TH, 2nd DA).

11. Birley Playing Field Playground Working Group

Council received an update on the recommended design for a replacement playground chosen by the working group ahead of their fund-raising activities.

11.1 Council resolved to approve a final design for installation on council land at the site of the existing Birley Playground (Proposed TH, 2nd AI).

11.2 Council resolved for the Town Council to become responsible for all maintenance and revenue costs at the site following installation (Proposed VC, 2nd GT).

12. Tree Surveys

Council noted remedial work arising from a recent tree survey of council land commissioned to assess the condition and safety of trees in our public places. The work identified at three sites would be scheduled for the winter months. There were no high-risk issues revealed during the inspection.

13. Annual ROSPA Playground Inspections

Council received an update and noted remedial work arising from the annual ROSPA inspection of the Council's playgrounds. The report contained just four moderate risk items, two of which have already been repaired and two others being at Birley Playground which is earmarked for an upgrade as at item 11 above.

All other reported issues are rated as Low or Very Low risk items and will form part of routine maintenance.

14. Correspondence

14.1 Members were informed of correspondence received relating to Declarations of Interest forms which were resigned and submitted.

15. Holiday Hostel

Council received and considered a report of options on the future of the Earby Holiday Hostel from Spring 2027 when the current tenant has requested to end their tenancy.

15.1 Council resolved to select option four for implementation – subject to the preparation of a business case being presented - and notify the relevant parties of Council's intention (Proposed DA, 2nd VC).

15.2 Council resolved to approve costs associated with the selected option and delegated outline tasks to officers (Proposed VC, 2nd JM).

16. Planning Applications

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

17. Reports from meetings with other organisations

17.1 Cllr Myers updated the meeting on the activity of the Earby Events Group. Details of events and opportunities to get involved can be found at <https://www.earbyeventsgroup.org> and <https://www.facebook.com/groups/2945498095743629/>

17.2 Cllr Hardman updated members on the next steps for the group following the decision made at 11 above.

17.3 Cllr Anderson provided a summary to council of her attendance at the last West Craven Committee meeting of Pendle Borough Council.

18. External Audit Completed

Council noted 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.

Council thanked the Town Manager for his diligence in managing the Council's finances to the satisfaction of the Internal and External Audit process once again.

19. Finance

19.1 Council resolved to approve the Payment List, as circulated (Proposed TH, 2nd AI).

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

19.3 Council received a brief update on the YTD Actual v Budget performance at the end of Q2.

19.4 Council approved the expenditure of ~£1,300 on a second office computer following the appointment of the Assistant Town Clerk (Proposed JM, 2nd AI).

19.5 Council noted and approved 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 11th September 2026 (Proposed TH, 2nd JM).

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

20. Next Meeting Date

Council noted the next scheduled full meeting of the Town Council to be **Monday 26th October 2026 postponed to Monday 30th November 2026.**

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

21. Meeting Close

The meeting was closed at 21.11hrs and Cllr Hardman thanked all present for their attendance and contribution.