



Laneshaw Bridge Parish Council

SUMMONS TO MEETING

Full Council

Issued: Wednesday, 28 October 2026

Dear Councillors,

You are hereby summoned to attend a meeting of the Full Council which will be held at 7:00 PM on Monday, 2 November 2026 in the Laneshaw Bridge Primary School for the purpose of transacting the business set out in the agenda below. This summons is issued under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Members are reminded of their obligation to declare any disclosable pecuniary or other interests under the Localism Act 2011 and the Council's Code of Conduct.

AGENDA

FC1 26-27 Welcome & Introduction

Chairman will open the meeting and welcome everyone in attendance.

FC2 26-27 Apologies for Absence

To receive and record apologies for absence. Members are reminded that the Council can only accept apologies where a valid reason is given. Local Government Act 1972, s.85(1)

FC3 26-27 Confirmation of Minutes

To approve and sign the minutes of the previous meeting as a true and correct record. Local Government Act 1972 Schedule 12 para 41.

(Document attached: 3. Minutes 05.10.26.pdf — pp. 6–9)

FC4 26-27 Progress Report

To note the progress on decisions taken at the previous meeting.

FC5 26-27 Declarations of Interest

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

FC6 26-27 Public Participation

To allow members of the public to address the Council in accordance with the Council's Standing Orders. A maximum of 3 minutes per speaker, total session 15 minutes. Public Bodies (Admission to Meetings) Act 1960, s.1 & Openness of Local Government Bodies Regs 2014; speaking via standing orders.

FC7 26-27 County Councillor Reports

To receive verbal reports from Lancashire County Council member(s).

FC8 26-27 District Councillor Reports

To receive verbal reports from Pendle Borough Council member(s).

FC9 26-27 In Bloom Working Group & Village Maintenance

To receive the notes of the previous In Bloom Working Group.

(Document attached: 2. Inbloom Minutes 05.10.26.pdf — pp. 10–11)

FC9.1 26-27 Village Maintenance

- i) To receive an update on the work of the Lengthsman
- ii) To discuss any maintenance issues within the Village

FC10 26-27 Councillor Vacancy

To note and approve the following:

- i) To note that an election has not been called for the current vacancy.
- ii) To note that Parish Council can now co-opt to fill vacancy.
- iii) To agree to advertise the vacancy until Monday 30 November 2026.
- iv) To agree that interested candidates should submit a personal statement outlining their suitability for the position
- v) To agree applications should be submitted to the Parish Clerk by email.
- vi) To agree that all applications will be considered by the Full Council at its December

meeting where the most suitable candidate will be appointed.

vii) To note if there is only one candidate that candidate will automatically be co-opted.

FC11 26-27 Finance Update

- i) To approve the monthly bank reconciliation October 2026
- ii) To note the outcome of the Councillor Monthly Spot Check
- iii) To receive and approve the outstanding payments
- iv) To receive the monthly budget update

FC12 26-27 External Audit Report

To receive the external auditors report for 2025/26.

(Document attached: 12. External Auditor Report.pdf — p. 12)

FC13 26-27 Replacement Playground Contract Specification

To consider the draft contract specification for the replacement playground.

- i) To approve the draft contract specification.
- ii) To note the deadline for quotes will be Friday 24 November 2026.
- iii) To agree to appoint a 3-person shortlisting panel to score the submissions and make a recommendation to Full Council.
- iv) To agree the panel will include at least one councillor and one representative from the Playground Working Group
- v) To note the council will appoint the preferred contractor at its meeting on Monday 7 December 2026

FC14 26-27 Events Working Group

To receive the update and minutes for the Events Working Group

(Document attached: 2. Events Minutes 05.10.26.pdf — pp. 13–15)

FC15 26-27 Playground Fundraising Group

To receive an update from the Playground Fundraising Group

FC16 26-27 Council Communications

To receive an update on the next Council Newsletter

FC17 26-27 Asset Transfers

To receive an update from the Parish Clerk on the proposed Asset Transfers from Pendle Borough Council

- i) Allotments off Sheridan Road

To note there are currently 8 tenants with an annual income of £130

To consider if the Parish Council wishes to proceed with the Asset Transfer of the Sheridan Road Allotments

FC18 26-27 Calderdale Energy Park Parish Forum

To receive any updates from the Calderdale Energy Park Parish Forum.

FC19 26-27 Councillors Issues

To bring to the attention of the Parish Clerk, any outstanding issues requiring attention. The Parish Clerk should then pass these onto the relevant authorities for action or add to the agenda for the next meeting.

FC20 26-27 Date and Time of Next Meeting

The next meeting will be held on Monday 7 December 2026, 7.00pm, Laneshaw Bridge Primary School, Emmott Lane, Laneshaw Bridge.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Joe Cooney', written in a cursive style.

Joe Cooney

Clerk to Laneshaw Bridge Parish Council

clerk@laneshawbridge-pc.gov.uk

APPENDIX I — Public Documents

FC3 26-27 Confirmation of Minutes

3. Minutes 05.10.26.pdf

FC9 26-27 In Bloom Working Group & Village Maintenance

2. Inbloom Minutes 05.10.26.pdf

FC12 26-27 External Audit Report

12. External Auditor Report.pdf

FC14 26-27 Events Working Group

2. Events Minutes 05.10.26.pdf

**Minutes of Laneshaw Bridge Parish Council held on Monday 5 October 2026 2026 7.00pm
at Laneshaw Bridge Primary School, Emmott Lane, Laneshaw Bridge**

Present

Cllr Paul White, Cllr Michele Halstead, Cllr Roger Bucknell, Cllr Ken Davies, Cllr Gaynor Canty

Also Present

Cllr David Cockburn-Price, Pendle Borough Council

Andrew Crawshaw, Lengthsman

1. Welcome & Introduction

Cllr White welcomed everyone to the meeting.

2. Apologies for absence

Cllr Hustwit

RESOLVED to accept the above apologies.

3. Minutes

RESOLVED to approve the minutes of the Parish Council meeting held on Monday 7 September 2026.

4. Progress Report

RESOLVED to receive an update on decisions taken at the meeting held on Monday 7 September 2026

5. Declarations of Interests

To receive declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

RESOLVED there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from either Members or Officers.

6. County Councillors Report

No report. No County Councillors were present.

The Parish Clerk reported that Cllr McCollum has emailed regarding weight limit signage on School Lane and he would provide an update in due course.

7. Borough Councillors Report

Cllr Cockburn-Price provided an update on Pendle Borough Council issues.

Work is starting to review Conservation Areas within Colne. The Area Committee have funded free swimming lessons for primary school pupils this includes Laneshaw Bridge Primary School.

£10,000 has been secured for a speed watch scheme in Colne, this will include dedicated police officer deployments to areas where speeding is prevalent.

Colne Area Committee are investigating options to bring back a Knoll and Spur competition in 2027.

RESOLVED to note the report.

8. Public Participation

A member of the public raised concerns about the parking of a van at Monkroyd which makes it difficult to see traffic when trying to join the A6068.

9. Village Maintenance

i) To receive an update on the work of the Lengthsman

RESOLVED to approve £750 towards the cost of installing a post and rail fencing and gate along the community orchard.

RESOLVED that the Lengthsman cut a section for the bonfire in the middle of the site, away from the telephone wires and in the same place as last year

10. Councillor Vacancy

Members received the resignation of Cllr Amanda Meachin.

RESOLVED to note that Cllr Amanda Meachin has resigned as a Councillor.

RESOLVED to note that Pendle BC Election Services have been informed, and the vacancy will be declared in due course.

RESOLVED to thank Amanda for her contribution and service to the Parish Council.

11. Finance

i) Bank Reconciliation

RESOLVED to note the monthly bank reconciliation for September 2026.

ii) Councillor Spot Check

RESOLVED to note that the monthly spot check has been undertaken and signed off.

iii) To approve monthly payments

RESOLVED to approve outstanding payments.

Organisation	Description	Amount
Bradson Construction	Bus Shelter Deep Cleaning	£192.00

iv) Monthly Budget

RESOLVED to note the monthly budget update report, which shows the budget is healthy with underspend in a number of areas.

12. Colne Youth Action Group

To consider award a £1,000 grant to Colne Youth Action Group to support their work with young people.

RESOLVED to approve a £1,000 grant to Colne Youth Action Group.

13. Events Working Group

RESOLVED to receive the update from the Events Working Group. Planning is progressing for the Halloween event, the bonfire, the Christmas lights switch on and the Christmas party. This year the Christmas dinner will be for the over 60s rather than the over 70s, to widen the number of people who can attend, with live music, pie and peas.

RESOLVED that the Clerk send out the dates of forthcoming events on Facebook.

14. In Bloom Group

RESOLVED to receive an update on the work of the In Bloom Group. A weeding session was held the previous day and all work is in hand.

RESOLVED to confirm that representatives from the Parish Council and Laneshaw Bridge Primary School would attend the North West in Bloom Awards.

15. Playground Working Group

To receive an update from the Chair of the Playground Working Group.

The FCC bid for £70,000 has been successful, the total available for a new playground is now approximately £110,000.

RESOLVED to approve the payment of £7,525 to the FCC as the agreed third party contributions.

RESOLVED to request the Parish Clerk prepare a draft contract specification for council consideration.

16. Council Communications

No update as both the Village Co-Ordinator and Cllr Hustwit are absent.

17. Asset Transfers

To consider the transfer of the Sheridan Road Allotments from Pendle Borough Council.

RESOLVED request the Parish Clerk determines the number of tenants and the annual rental income from the allotments.

18. Councillors Issues

None

19. Calderdale Energy Park

No meetings were held so no update available.

20. Date & Time of Next Meeting

The next meeting will be held on Monday 7 November 2026, at 7.00pm, at Laneshaw Bridge Primary School, Emmott Lane, Laneshaw Bridge.

Minutes of the In Bloom Working Group held on Monday 5 October 2026 6.30pm at Laneshaw Bridge Primary School, Emmott Lane, Laneshaw Bridge.

Present: Cllr White (Chair),

Also Present: Marian Day, Christine Whittaker, Diane

No.	Agenda Item
1.	<p>Welcome and Introduction</p> <p>Paul welcomed members to the meeting.</p>
2.	<p>Apologies for Absence</p> <p>Graham Meloy</p> <p>Apologies were noted.</p>
3.	<p>Declaration of Interest</p> <p>Members were invited to declare any interest at the beginning of the meeting or as relevant matters arose.</p> <p>No declarations were recorded.</p>
4.	<p>In Bloom Activities</p> <p>To receive updates on the following:</p> <p>North West In Bloom Award Ceremony</p> <p>Members discussed attendance at the awards ceremony, understood to start at 10.00am. The day was to be confirmed. Three tickets were to be provisionally booked, with attendance to be confirmed by Friday.</p> <p>ACTION: Confirm ceremony arrangements and ticket numbers before the booking deadline.</p> <p>Outstanding Maintenance Tasks</p> <p>Planter: Footings were reported to be in place, and Andy intended to progress the remaining work. Members discussed a graduated planting design, with lower planting at the front and taller planting at the rear, and the use of bulbs for repeat flowering.</p> <p>ACTION: Andy to progress the planter works.</p> <p>Decorative planting: Members considered a floral design on the banking next to the car park, near the bus stop, inspired by lettering and patterned flower beds elsewhere. A gardening contractor might be needed because of the slope. Some budget was thought to remain available.</p> <p>ACTION: Seek a quotation and arrange for a contractor to inspect the area.</p> <p>Lancashire-themed display: Suggestions included a large red Lancashire rose or a red-and-white display reflecting the county boundary. No design was agreed.</p> <p>Next Village Action Day</p>

	<p>Members considered that the next action day would be better held after the New Year, possibly in late February or March, subject to weather. No date was agreed.</p> <p>In Bloom Walkabout</p> <p>Members discussed a walkabout in February 2027, with the precise date still to be arranged.</p> <p>ACTION: Arrange the next walkabout for February 2027.</p> <p>The updates were noted.</p>
5.	<p>Date & Time of Next Meeting</p> <p>To note the next meeting of the In Bloom Working Group will be held on Monday 2 November 2026, 6.45pm, Laneshaw Bridge Primary School, Emmott Lane, Laneshaw Bridge.</p>

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Laneshaw Bridge Parish Council – LA0122**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be ‘yes’.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not provided an adequate explanation as to why the £200 petty cash float included on the year-end bank reconciliation has not been added to the total reconciled balance and why the bank statement provided does not agree to the bank reconciliation.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/09/2026

Minutes of the Events Working Group held on Monday 5 October 2026
6.00pm at Laneshaw Bridge Primary School, Emmott Lane, Laneshaw Bridge.

Present: [Full attendance to be confirmed from attendance record.]

Also Present: [To be confirmed.]

No.	Agenda Item
1.	Welcome and Introduction The Chair welcomed those present to the meeting.
2.	Apologies for Absence Graham was reported absent due to illness.
3.	Declaration of Interest To receive any declaration of disclosable pecuniary or other interests in respect of items on this agenda. The Chair stated that he had no interests to declare. No other declarations were recorded.
4.	Minutes To receive the minutes of the previous Events Working Group. The previous minutes had been circulated. Members agreed to address outstanding matters under the relevant event updates.
5.	Events Update To receive updates on the following events: Halloween – Saturday 31 October 2026 A poster had been prepared. Members suggested adding the Parish Council website and Clerk’s email address as contact details. Floodlights, sweets, prizes and reused decorations were noted as arranged. The Clerk reported that the gazebo would be collected from Keith and delivered to Graham on the Saturday. ACTION: Clerk to add contact details to the Halloween poster and arrange delivery of the gazebo to Graham. Bonfire Night – Sunday 1 November 2026 A poster had also been prepared for Bonfire Night, with contact details still to be added. The fireworks were booked and the school car park would not need to close. Members emphasised the importance of positioning the bonfire away from overhead telephone lines. Andy was to liaise with Graham to agree where the turf should be cut and where the bonfire should be located. The farmer whose land adjoins the school was identified in discussion as Nigel Pepper, of Sheridan Road. Members discussed making contact with him. The Clerk had passed Graham the contact details for Joda to arrange pallets. The transcript indicates that delivery was expected on the Saturday, with volunteers needed to help unload and members of the public asked to bring suitable wood on that day rather than leaving it in advance. Members suggested an appeal for volunteers and wood through Facebook and the village WhatsApp group. The possibility of the school making a guy remained to be

	<p>checked. Donation buckets would be provided at the gates, and the poster should make clear that donations were welcome.</p> <p>ACTION: Andy and Graham to agree the bonfire position, clear of telephone lines, and where turf is to be cut.</p> <p>ACTION: Confirm contact with the adjoining farmer and arrangements for pallet delivery and volunteers.</p> <p>ACTION: Publicise requests for volunteers and wood on Facebook and WhatsApp; add “Donations welcome” and contact details to the poster.</p> <p>ACTION: Check with the school about making a guy; arrange donation buckets for the gates.</p> <p>Remembrance Sunday – Sunday 8 November 2026</p> <p>The 12.15pm start time had been confirmed to the Mayor’s office and the Member of Parliament. Poppies had arrived. Members noted that they should be displayed around the launch of the Poppy Appeal.</p> <p>ACTION: Confirm the Poppy Appeal launch date and arrange for the poppies to be displayed.</p> <p>Christmas Lights Switch On – Sunday 29 November 2026</p> <p>The event was booked. The damaged lamppost had not yet been reinstated, and progress with Lancashire County Council remained outstanding. The lanterns were stored in the toilets, with batteries removed and stored separately. Members agreed that they should be checked and replacement batteries purchased if necessary.</p> <p>ACTION: Check lanterns and batteries and advise whether replacements are required.</p> <p>Christmas Lunches – Saturday 5 December 2026</p> <p>Arrangements were reported to be largely unchanged since the previous meeting. Members confirmed that the event was intended for residents aged 60 and over. The newsletter, which was expected to include the booking form, had not yet been printed or distributed. Members expressed concern about the delay, given the need to confirm attendance and catering numbers. Alex and Graham were to be contacted to establish progress. Raffle prizes were also mentioned.</p> <p>ACTION: Contact Alex and Graham urgently about completing, printing and distributing the newsletter and Christmas lunch booking form.</p> <p>Other Events</p> <p>Members emphasised the need to publicise all forthcoming events, including individual Facebook posts and a round-up in the village WhatsApp group.</p> <p>ACTION: Publish event information on Facebook and in the village WhatsApp group.</p> <p>RESOLVED to note the events updates.</p>
6.	<p>Budget Update</p> <p>To receive an update on the Events Budget, spend to date.</p> <p>Members confirmed that the events budget remained underspent. Outstanding costs, including catering, had not yet been paid. No updated figures were stated during the meeting.</p>
7.	<p>Date & Time of Next Meeting</p>

	The next meeting of the Events Working Group is scheduled for Monday 2 November 2026 at 6.30pm, Laneshaw Bridge Primary School, Emmott Lane, Laneshaw Bridge.
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