



1. Governance

1.1 Apologies for Absence

1.2 Declaration of Interest

1.3 Minutes of the Meeting held 22 Jan 2026

Venue: Earby Town Council, The Parish Rooms, Victoria Road, Earby, BB18 6US

Present:

Member	22.6. 2023	25.1. 2024	20.6. 2024	23.1. 2025	19.06. 2025	22.01. 2026
Rosemary Carrol RC - Chair	✓	✓	✓	✓	A	✓
Ralph Guy RG – Vice Chair	✓	-	A	✓	✓	✓
Leighton Bancroft LB	-	-	-	-	-	-
Damian Garstang DG	-	✓	✓	-	-	-
Roger King RK	-	-	-	-	-	-
Duncan Reynolds DR	A	✓	✓	A	✓	✓
Cllr David Whipp DW	✓	-	✓	-	A	✓
Cllr Lola Whipp LW			✓	A	-	A
Cllr Susan Land SL			A	✓	✓	A
Cllr David Hartley DH			-	✓	A	✓

In attendance on behalf of JBA Consulting, Clerk, Engineer and Environmental Adviser:

Craig Benson (Clerk)
David Blake (Finance Officer)
Roger Smith (Engineer)

GOVERNANCE

2026.1 Apologies for absence – Cllr Lola Whipp, and Cllr Susan Land.

2026.2 Declaration of Interest – None.

2026.3 Minutes of Meeting 20 Jun 2025 – Minutes considered and proposed as true record by SL, seconded by DR. All members in favour.

2026.4 Matters Arising – There were none.

CLERK'S REPORT

2026.5 Policy – FO explained minor change to GDPR policies with RW proposing approval and RG seconding.

2026.6 FO advised that it was an election year and approval for the process will be required at the June meeting.

FINANCE REPORT

2026.7 Rating Report – FO confirmed that the balance of £77.05 was outstanding, this related to 5 accounts, and all were being pursued.



- 2026.8** List of Payments – Approval proposed by DR and seconded by DW.
- 2026.9** Audit Review Meeting – Information noted.
- 2026.10** Risk Register – FO took Members through. Approval proposed by RW and seconded by DR.
- 2026.11** Rates & Special Levies for the Year Ending 31 March 2027- FO advised members that there wasn't a need to increase the rate at this time. Currently expenditure was offset by current income levels and the reserve level was above the target. **Discussions took place with RW proposing no increase to the rate, RG seconding and All in agreement.**

1.4 Expenditure Budget Comparison for the year Ending 31 March 2027

The Board considered an Estimate of Income and Expenditure for the year ending 31st March 2027, copies of which had been previously circulated to members.

In accordance with Section 37 of the Land Drainage Act, the Board determined that aggregate annual value of chargeable properties in the district on the aggregate value of all other land in the district as at 31st December 2025 for the financial year beginning 1st April 2026 as follows:-

- | | |
|--|-----------|
| a) Aggregate annual value of chargeable properties | £ 175,000 |
| b) Aggregate value of all other land | £ 20,981 |

It was agreed that for the purpose of defraying costs, charges and expenses etc. incurred by the Board under the Land Drainage Act 1991 for the period 1st April 2026 to 31st March 2027, and in pursuance of the Internal Drainage Board (Finance) Regulations 1992, that the Board make a drainage rate for their district in respect of agricultural land and agricultural buildings and a Special Levy as follows:-

The amount of the Board's expenses to be met by drainage rates was £1,363.75 by way of an Occupier's rate of 6.5p in the £ on the basis of the annual value of agricultural land and agricultural buildings in the district.

The amount of the Board's expenses to be met by Special Levies was:-

Pendle District Council	£ 11,375
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The Chairman and Clerk were authorised to seal the rate and the Special Levy on the Local Authority in accordance with the Act and the Finance Regulations.

The Clerk, or their representatives, were authorised to negotiate and carry out proceedings for the recovery of any rates unpaid.

Members agreed that if additional expenditure is required above the agreed budget, it is taken from balances.

- 2026.12** Five Year Budget Estimate – Information noted.

ENGINEER'S REPORT

2026.13 Asset Management System – Engineer informed members that a new asset management system was to be implemented, and the current steer is to go with AMX. The cost to the board would be circa £500. More information would be provided at the next meeting.

2026.14 Contractor Maintenance – Engineer informed members that the board had appointed C. Holgate Environmental Ltd. Discussions with the contractor were to take place to discuss if any drains needed completing this financial year.

2026.15 Environment Agency- Nothing to report.



2026.16 Storm Recovery Fund – Engineer informed members that the pump would be delivered in March 2026, in the short term it would be stored at another IDB within the Shire Group. Eng. Advised he would be looking and options within the district to store in the long term.

HEALTH & SAFETY

2026.17 This report was noted by members.

ENVIRONMENTAL REPORT

2026.18 This report was noted by members.

ANY OTHER BUSINESS

2026.19 None.

DATE OF NEXT MEETING

2026.20 18 June 2026, 2.00pm at Earby Town Council.

1.5 Public Forum

1.6 Matters arising not discussed elsewhere on Agenda

1.7 FOI/Complaints

There have been no complaints or FOI requests received since the last meeting.