MINUTES

KELBROOK AND SOUGH PARISH COUNCIL

Chair: Cllr C. Elley
Kelbrook and Sough Village Hall
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Kelbrook and Sough Annual Parish Council Meeting
Thursday 14th May 2026
7pm Kelbrook Village Hall

1. Welcome

The Chair of the Parish Council welcomed all to the meeting.

2. Election of Parish Council Chair

2.1 Proposed by Cllr Ashley, seconded by Cllr Wright, Cllr Elley was duly elected as the Parish Council Chair.

2.2 Cllr Elley signed the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agreed to abide by the Local Government Code of Conduct introduced under the Localism Act 2011. Proper Officer countersigned the declaration.

3. Election of Parish Council Vice-Chair

3.1 Proposed by the Chair, Cllr Elley and seconded by Cllr Wright, Cllr Ashley was duly elected as the Parish Council Vice Chair.

3.2 Cllr Ashley signed the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agreed to abide by the Local Government Code of Conduct introduced under the Localism Act 2011. Proper Officer countersigned the declaration.

4. Attendance, Apologies and Non-attendance

4.1 Recorded attendees were Cllr Elley, Cllr Ashley, Cllr Wright, Cllr Galway, Cllr Lancaster.

4.2 Accepted apologies were received from Cllr Mayers.

5. Declarations of Interest

None.

6. Public Participation

No members of the public present.

7. Review of Representation

The clerk has consulted PBC on representation who have confirmed that the Clerk/RFO as Proper Officer can represent Council in the event of Councillors being unable to attend. **Resolved:** Cllr Elley will represent Council at WCAC meetings for the coming year.

8. Review of Standing Orders

Resolved to adopt updated version issued by NALC, March 2025 with no changes.

9. Review of Financial Regulations

Resolved to adopt updated version issued by NALC, March 2025 with changes to reflect current working practices.

10. Review of Governance Documents

Resolved: To adopt with no changes, Business Continuity, Risk Management and Internal Review Policies, Internal Review. **Resolved**: to adopt Asset Register reflecting new purchases and disposals.

11. Policy Reviews

Resolved: To adopt with no changes, Asset Register, Data Protection, Email and GDPR Data Protection Policies.

12. Review of Bank Mandate

12.1 **Resolved:** Clerk/RFO to continue as Internet Banking Administrator

12.2 **Resolved:** Clerk/RFO and all Cllrs to have the ability to view the account and activity. **Resolved:** Clerk/RFO, Cllr Mayers and Ashley to have the ability to set up payments and/or authorise according to the 2 factor authorisation.

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13. Full Year Accounts 1st April 2025 – 31st March 2026

13.1 **Resolved:** To approve the restated accounts.

13.2 **Noted:** VAT Claim for 2025_26 has been received. £1,973.78

14. Insurance 2026_27

14.1 **Noted**: Parish Council Insurance will renew on 1st June 2026 at a cost of £863.28, year 2 of a 3-year contract.

15. Playground Inspections

Clerk/RFO informed Council that the Insurance Policy states that Playground Inspections should be 'carried out as a minimum, weekly.' Bi-weekly Inspections as budgeted are no longer an option. **Resolved:** Return to weekly Inspections with immediate effect. Clerk/RFO to contact PBC to arrange and update Budget.

16. Annual Governance and Accountability Return (AGAR) 2025_26

16.1 **Noted** that the Internal Audit for 2025_26 was carried out on 10th April 2026. Full report received including the Internal Control Objective Report duly signed by the auditor.

16.2 **Reviewed** the Internal Control Objective Report and explanations for non-compliance.

16.3 **Reviewed**, **completed, and approved** the assertations for Section 1 – Annual Governance Statement 2025_26. **Document duly signed.**

16.4 **Reviewed and approved** Section 2 - Accounting Statements 2025_26, Bank Reconciliation Proforma and Explanation of Variances proforma. **Document duly signed.**

16.5 **Reviewed and approved** the Notice of Public Rights for the unaudited AGAR for 2025_26 and **to note** that notice will commence on Wednesday 3rd June 2026 and end on Tuesday 14th July 2026

17. Meeting Schedule for 2026_27

Resolved: Meetings to be held 2nd Thursday of every month except August and December when there will be no meetings.

The meeting closed at 7:36pm.

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