

Kelbrook and Sough Parish Council

Notice of a Council Meeting

To all members of the Parish Council

You are respectfully summoned to attend the Annual Meeting of Kelbrook and Sough Parish Council to be held at **Kelbrook School on Tuesday 14th May 2024 within the main hall, commencing at 7:00** for the purpose of transacting the business set out in the attached agenda.

Signed: *CA Singleton*

Carole Singleton (Parish Clerk and Responsible Financial Officer)

*Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 (s1) unless the presence is prejudicial to the public interest (s2).

Council Members

Cllr Sharon Ashley - Chairman
Cllr Christine Elley - Vice Chairman
Cllr Darren Galway
Cllr Gary Slinger
Cllr Stuart Ellis
Cllr Lizzie Katiff
Cllr Angela Mayers

*In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending the meeting may film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session.

A copy of the 'Filming of Meetings' policy is available on the parish council website.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk, at least 24 hours before the meeting so that every effort may be made to provide access.

A copy of the agenda and meeting documents are available in larger print upon request.

Kelbrook and Sough Parish Council

Annual Parish Council Meeting 12.5.2024

A G E N D A

1. Election of Parish Council Chair

To elect a parish council chairman for the 2024/25 municipal year and to receive the Chairman's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk (Proper Officer), or deferred to the end of the meeting.

2. Election of Parish Council Vice-Chairman

To elect a parish council vice-chairman for the 2024/5 municipal year to receive the Vice-Chair's Declaration of Acceptance of Office, to be signed in the presence of the Parish Clerk (Proper Officer), or deferred to the end of the meeting.

3. Apologies for Absence

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

4. Declaration of Disclosable Pecuniary and Other Interests

4.1 To record any Councillors disclosable pecuniary interests (DPI) in relation to items on this agenda. Councillors are to declare any disclosable pecuniary interests that they may have in items appearing on this agenda (section 30 (3) Localism Act 2011, appendices A and B). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

Note: A Member with a disclosable pecuniary interest 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.

The Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion/voting takes place.

4.2 To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. (Applications for this must be made in writing to the Clerk prior to the meeting).

5. Public Participation

To convene a public participation session to allow members of the public to make representation on to the parish council on matters relevant to items on the agenda and to the parish of Kelbrook and Sough.

Note: • 10 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting.

Any member of the public shall not speak for more than five minutes. A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Any questions/comments for Council for items on the agenda to be sent via post/email to the clerk clerk@kelbrookandsoughparishcouncil.org.uk 24 hours before the meeting

6. Reports from Invited Guests

To receive reports from District and County Councillors and any invited guests.

7. Minutes

7.1 To approve the draft minutes of the Parish Council meeting held on the 12th March 2024 (previously circulated).

8. Review of Representation

To consider the appointment of members to act as representatives on external bodies for the ensuing year. Members appointed onto outside bodies are required to provide reports to the council and must not make any decisions on behalf of the council.

- West Craven Area Committee

9. Review of Standing Orders and Council Policies & Procedures

To review and adopt the council governance documents (report previously circulated).

- Asset Register Policy
- Complaints Policy
- Data Protection Policy
- e.mail address Policy
- Equal Opportunities Policy
- Internal Audit Policy
- Publication Scheme
- Persistent and Vexatious Complaints
- Public Participation Policy
- Retention Policy
- Social Media Policy
- Standing Orders
- Unacceptable behaviour and Disorderly Conduct Policy

10. Annual Meeting Schedule 2024/5

To agree the annual meeting schedule for the remainder of the civic year including the next annual meeting of the council

11. Review of Banking Signatories and Banking Provider

To consider the appointment of signatories and to consider moving to Unity Trust Bank and electronic banking.

12. Review of the Financial Regulations

To review the Financial Regulations (report previously circulated).

13. Annual Council Insurance Renewal

To review and approve the annual council insurance at a cost of £251.42 Due for renewal 1 6 24. A comprehensive procurement exercise will be undertaken this current year 2024/2025

14. Frequency of Reviews

To review the frequency of reviews with areas of roles and responsibilities (report previously circulated)

15. Planning Matters

15.1 To consider and comment on planning applications within the Kelbrook and Sough Parish on the Pendle Council planning portal. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting.

15.2 To receive notifications of any planning decision notices.

Reference: 24/0094/FUL

Address: Land To East Of Colne Road Earby Lancashire

Proposal: Full: (Major)- Hybrid planning application (Full planning application for 39 no. homes to the North and Outline planning application for up to 31 no. homes to the South with access (all other matters reserved)).

16. Annual Accounts – Period Ending 31st March 2024

16.1 The internal audit report for the 2023/24 financial year was circulated with the agenda and noted by members.

16.2 Full years accounts from 1st April 2023 to 31st March 2024 for approval - circulated with the agenda

16.2 The accounting statements and supporting documentation to be considered.

17. Annual Governance and Accountability Return (AGAR)

17.1 AGAR section 1 - assertions to be completed

17.2 Exercise of public rights to commence on 3rd June 2024 to 13th July 2024.

18. Financial Matters

To receive and approve the schedule of cheque payments and receipts as tabled or presented at the meeting that require signing in accordance with the Financial Regulations.

Approval for regular payments -

Easywebsites - as per invoice 4.1.2024 schedule of payments

HMRC payments as directed by TaxAssist and paid by direct debit

Employee monthly salaries as calculated by Tax Assist

Tax Assist for monthly payroll charges paid by direct debit

ICO paid by direct debit due for renewal Feb 2025

Lengthsman Supplies

To consider agreement for payment with regard to the lengths man supplies at Lanlee and the purchase of annual plants for the planters.

Clerks hours - monthly work exceeding the 5 hours per week as contracted. Approve additional hours (16 hours for March/April 2024) worked for overtime payment.

Items for Payment in accordance with the Financial Regulations

Cheque	Payee	Description	Total	Budget
		Purchase of trees (grant of £500 given by PBC to K&SPC for orchard)	500.00	None
		Printer, paper binder		Consumables
Transfer	HMRC	April/May 2024		HMRC
	Tax assist	Payroll costs	27.60	Payroll charges
Transfer	Lengthsman	Payroll March/April 2024		Payroll
Transfer	Lengthsman	Payroll May/June 2024		Payroll
	Clerk	March/April 2024		Payroll

Cheque	Payee	Description	Total	Budget
	Clerk	Payroll May/June 2024		Payroll
		Plants	195.00	Repairs/ maintenance
	Kelbrook School	Grant	500.00	Grant
	Lanlee	Lengths man supplies	250.00	Repairs/ maintenance
	Yorkshire Audit	Preparation of 2023/4 annual audit	465.00	Accountant
	Kelbrook and Sough Village Hall	Village hall hire	110.00	Village hall hire
	Atkinson Cleaning Services	Cleaning 6 bus shelters	144.00	Repairs/ maintenance
		Replacement swing seat (awaiting quote)		Repairs/ maintenance
Direct debit	Easyweb	Hosting website and email addresses	41.15	

19. Parish Clerk correspondence report

The Clerks correspondence report was circulated with the agenda.

20. Playground

Update on the playground discussed on 12th March 2024 Agenda item 11

21. Lengthsman

Update to the councillors on the lengthsman's duties

- completed
- plan of work for May/June

22. Phone Box

Update on the progress of the phone box renovation

23. Update from other meetings

24. Date of the next meeting

The next meeting to be held will be the Kelbrook and Sough Annual Parish Meeting.

This is to be held on Thursday 16th May at 7:00. To be held at Kelbrook and Sough Village Hall in the main hall.