

Kelbrook and Sough Parish Council

Minutes of meeting 11th July 2023 at 7:00

Chairman: Sharon Ashley Locum Clerk: Carole Singleton Email: clerk@kelbrookandsoughparishcouncil.org.uk Website: www.kelbrookandsoughparishcouncil.org.uk
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Co-option of Councillors

Applications for the post of co-opted Councillor were invited.

Following a short informal interview and a vote of councillors, Stuart William Ellis, Elizabeth Katiff and Angela Mayers were co-opted. Each duly completed the Declaration of Acceptance of Office and Disclosable Pecuniary Interest form and were invited to join the meeting.

2. Welcome

The Chairperson Cllr Ashley welcomes all to the meeting

3. Attendance, Acceptance and Non-attendance

In attendance - Chairperson Cllr Ashley, Cllrs Slinger, Katiff, Ellis, Elley, Mayers,

Clerk: Carole Singleton

The meeting is being live-streamed on the parish council website and the residents of Kelbrook and Sough

4. Declarations of Interest

Members are reminded of the legal requirements concerning the declaration of interests:

A Member must declare a disclosable pecuniary interest which he/she has in any item the agenda.

A Member with a disclosable pecuniary interest in any item 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.

In addition, it is suggested that the Member with a disclosable pecuniary interest leave the room where the meeting is held while any discussion of voting takes place.

None declared

5. Public

Members of the public present to be offered the opportunity to address council on any relevant subject not already on the agenda. Maximum time allotted is 10 minutes

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

Public - no questions raised

6. Minutes

To accept and approve the minutes of the meeting held on 13th June 2023

An error in the minutes from the previous meeting refer to the meeting as AGM and not the regular meeting. This will be amended.

Resolved - Cllr Ashley proposed acceptance and Cllr Elley seconded the minutes be accepted as a true record

7. Update from meeting attended

- **Meeting at Sough Park** with Phil Riley and Cllr Whipp who are looking at potential leasing of the changing room and football field. This went to West Craven Area Committee (WCAC).
- **Meeting at WCAC** was attended by Cllr Elley.
 - Police saying crime had decreased - Cllr Whipp mentioned anti social behaviour in the parks. Police to take this away but have no resources. Upped police presence to driving round at night but this was all they could offer
 - Planning applications - discussion around development. Builder taken away concerns and another meeting to be arranged
 - Tom Partridge present - discussion around footpath near Silentnight
 - Sough Park - grant agreed for Pendle Phoenix football club of £1600. Cllr Whipp recommended meeting with Earby Council to discuss finer points
 - Grants - other applications for grants applied for from WCAC discussed, these were unrelated to Kelbrook and Sough.

8. Internal Auditors report

The Internal Auditor will be coming this week to look at accounts for 2022/23.

The meeting today looked at the 18 recommendations from the internal audit in February 2023 and their findings to determine if the recommendations had been made.

	Recommendations made following Audit in February 2023	Findings to date
1	That the opening balances are carried forward in the cash book	Done
2	That the council ensures a cash book is maintained and kept up to date at all times	Done
3	That the standing orders be reviewed annually at the council meeting in May and re-adopted. The adoption date and minute reference to be inserted on the front cover for audit purposes Resolved : 1. Standing order to be reviewed annually 2. This to be minuted 3. Update the front cover	Not followed.
4	That the financial regulations be reviewed annually at the council meeting in May and re-adopted. The adoption date and minute reference to be inserted on the front cover for audit purposes Resolved : 1. Financial regulations to be reviewed annually 2. This to be minuted 3. Update the front cover	As above Not followed
5	That a suitably designed accounts authorisation stamp should be used for all invoices, for providing evidence of checks as required by the councils financial regulations policy	Not followed

	<u>Resolved;</u> Stamp should be used. Chairperson Ashley to speak to Internal auditor for most suitable	
6	That invoices from all suppliers are received and retained by the council and that a receipt is appended to the invoice where payment is made in cash	Done
7	That the cheque book stub for each individual payment be initialled by the authorised signatory who has signed the cheque <u>Resolved</u> The initials need to be clear who has signed and authorised the cheque	Unclear who has authorised, some have an illegible squiggle
8	That the cashbook provides a breakdown of VAT for each individual transaction	Done
9	That the VAT for 2020/2021 be submitted to HMRC and confirmation is provided to the council that the VAT returns for the previous financial years have been reclaimed accordingly <u>Resolved</u> SA and RFO to address	Not done since 2019/2020
10	That an annual risk assessment is prepared including all financial and reputational risks be assessed that the council may be exposed to. The risk assessment document to be formally reviewed and adopted at a council meeting <u>Resolved</u> A sub group to address this	Not done
11	That the council carry out a review of effectiveness of its internal control systems to part comply with the annual governance statement assertion 2 <u>Resolved</u> Chairperson Ashley to speak to Internal auditor how to address this	Not done
12	Precept - that improvements are made to the budget document to demonstrate the calculations for the opening and projected closing balances, projected income and expenditure, contingencies and ear marked reserves and how they are linked to the level of precept to be levied <u>Resolved</u> 1. SA to speak to internal auditor 2. SA and RFO to address.	No evidence of this
13	That the actual amount of precept to be levied be recorded on the council minutes <u>Resolved</u> Amount of precept to be levied to be documented on the council minutes	Not recorded that it was proposed etc. Done in haste
14	That budget monitoring reports be made available to council at least once each quarter showing the actual spend against the agreed budget <u>Resolved</u> 1. Budget breakdowns need to be included in the minutes and notice board. 2. Audit report will be put on the website	Jan and Feb minuted that budget reports were presented. It is unclear what was presented in terms of budget reports.
15	That improvements be made to the asset register to record the date of	Started but needs

	acquisition, purchase cost or nominal value, replacement value for insurance purposes and item location	more input
	<p>Resolved</p> <ol style="list-style-type: none"> 1. Asset register should be linked to a maintenance plan 2. sub group to be set up to look at the asset register 	
16	That the council confirm if the cost of £914 relate to an asset purchased for the council	£914 relates to a laptop purchased for the council
	<p>Resolved</p> <ol style="list-style-type: none"> 1. Laptop added to the asset register 	
17	That bank reconciliations reports for each bank account are carried out at least once a quarter and reported to the council. The bank reconciliation and statements to be verified by a non signatory in accordance with financial regulation 2.2	Not done
	<p>Resolved</p> <ol style="list-style-type: none"> 1. Report to be prepared and presented to the council quarterly 2. Report to be reconciled quarterly 	
18	The form for the explanation of significant variance to be completed by the acting RFO prior to submission to the external auditors	
	<p>Resolved</p> <p>Explanation needed to explain the variances for 2022/23</p>	

9. Annual Governance and Assurance Review (AGAR)

The draft AGAR for 2022/2023 was presented to the Councillors prior to submission to the internal auditor. To note -

The exemption criteria are met if the smaller authority can declare that: Its gross income and gross expenditure are both below £25k; and no public interest report/statutory recommendation/advisory notice/ has been issued by its external auditor in the prior year

The Parish Council will need to supply an explanation of reserves being carried

The clerks salary was not paid during the 2022/2023 year and won't be submitted until the AGAR 2023/2024

Things didn't happen during the last financial year that had been budgeted for.

Resolved- look at the quoting process for next year. Obtain 3 quotes. To look at cost down spending across the board. Quotes needed for best value. Check with other parish councils for best value

10. Other financial matters

Banking

- almost there banks requested additional information today.
- Santander now have everything that they need.
- Should get a response within 14 days.

Reserves budget

- Recommendation to carry between 33-50%.
- £37307.10 reserves at present.
- Some of these included payments made this financial year.
- Previous commitments not done and budgeted for
- Getting a bill for the elections. Bills are currently being generated for the election last month.
- Previous administrations claimed that election in May would not incur a cost. Potentially the election could cost as much as £5000. Invoices are currently being generated and should be getting next month.
- 2 coronation benches, replacing notice boards, planting. Obligation made to the church for the lighting.

Proposal

- £2000 - To match the money put into the Sough park and have the toilet open - **agreed**
- £500. - Support Kelbrook and Sough lunch club - **agreed**
- £3000. - Put more money into the maintenance budget to ensure a good standard - **agreed**
- £400 - Put money into xmas trees - this came up at annual parish council meeting - **agreed**
- £3000 - Top up the precept for the next 3 years - intent and good financial planning - to maintain the precept this current levels for the next 3 years at least and hopefully more - agreed
- £2000. - for small grants - **agreed**
- £540. - Church lighting - **agreed to uphold**

Previous commitments

- £1320 - Two Coronation benches - **agreed**
- £3500 - Two Notice boards - **agreed**
- £500 - Planting - £500 - **agreed**
- To hold discussions with previous chair regarding the cost for the election estimated at £5000
- Cllr Ashley to put the reserve budget together
- To undertake the VAT claim at regular intervals
- Next meeting - to review the parish grants policy

Cllr Slinger proposed acceptance and Cllr Elley seconded

Resolved - accepted

Payments

Invoices

Planter	315.00
Storage unit	300.00
Audit	450.00
Benches	660.00

Notice boards awaiting agreement
Clerk
Cleaning
Paint

Resolved - Agreed for payment

Sub groups to be developed for the areas outlined below

risk assessments - to be agreed and decided by email

Asset register and maintenance plan - to be agreed and decided by email

11. Clerk - still to be advertised

12. Planning - response sent to Sough Clough Mill - would improve what is currently not an attractive piece of land. Traffic disruption needs to be in place. Objections due to traffic.

Local Plan - Chair to attend a meeting. TEAMS meetings are currently taking place
Poster to go on the notice board. Long document to read. Open to all to attend the meeting
Closing date 18th August

Application for erection of 5 stables/storage and coral on land off Dockcliffe Road. Originally for glamping pods, this was refused to poor access to the site, on a narrow steep private track to the field, visual amenity,

Propose - object using the same grounds. Concerns regarding welfare issues, horses not allowed access to the field, 5 horses in a coral causing a welfare issue, concerned with effluent into the watercourse.

Resolved - Agreed - objection due to above issues

13. Assets

Proposal - employ lengthsman/handyman.
Usual salary - £13.67 per hour
£1408.32 per year for this year. To get works up to date
Job description - draft discussed
The risk register and maintenance plan will identify the works needed

Chairperson Ashley proposed Cllr Slinger seconded

Resolved - Agreed -Chairperson Ashley to advertise

Quote for notice board - need to be able to claim the vat back to enable the money to be claimed back. Still awaiting other quotes. Check company registrations and VAT.
Other quotes will be obtained by Cllr Katiff for perusal and brought back to next meeting

Benches - went to a public vote - to be placed a post box at Sough and little nature garden across from telephone box

Planters looking good

Bus shelter have a clean and are looking good - to have regular cleans. 2 quotes obtained x 3 times a year. June, October and February. £20 plus VAT agreed. Local company that did the first clean free of charge

Chip Shop - Cllr Whipp in contact with LCC. The Kelbrook bus shelter was missed previously and Cllr Whipp taking it forward for replacement. Sough bus shelter needs taking back to the metal and rubbing down and painting.

Kelbrook park needs TLC. 2 quotes received for power washing. Same firm as bus shelters had the lower quote. Cllr Ashley to look into frequency of cleans. Lengthsman to maintain

14. Police business - on holiday no update available

15. Website/Facebook -

Website - all emails cancelled. Currently being updated with minutes.

Facebook page ready to go live. No volunteer being used just admin from parish council. Chair person Ashley to be the moderator. Legal advice taken. Not to be used for major discussions. About openness, transparency. Parish council business/events etc.

16. Communications - nothing to report

Anyone wanting to get in contact to use the clerk email address.

17. Date of next meeting - 12th September 23 at 7:00 pm

Meeting closed 8:20