

Kelbrook and Sough Parish Council

Chairman: P Maskell
Clerk: Dorothy Parsons
Email: clerk@kelbrookandsoughparishcouncil.org.uk
Website: www.kelbrookandsoughparishcouncil.uk

SUMMONS to a meeting of Kelbrook and Sough Parish Council to be held on Tuesday 8th November 2022 at 7.00pm in the Annex, Kelbrook and Sough Village Hall.

Members of the Public are welcome to attend this meeting. The Parish Council's Filming Policy will be made available.

You are summoned to attend a meeting of the Parish Council, on the above date and time. If you are unable to attend, it is important that your apologies and reason is passed to the Chair prior to the meeting.

AGENDA

1. Welcome

The Chairperson Cllr. Maskell welcomes all to the meeting.

2. Attendance, Apologies and Non-Attendance

To record, accept or otherwise, attendance, apologies for absence and non-attendance.

3. Declarations of Interest/s

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 on 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 a Member with a disclosable pecuniary interest leave the room where the meeting is held while any discussion or voting takes place.

4. 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 10 minutes. Any questions for council to be sent via post/email to the clerk a week before the meeting please.

5. Minutes

To accept and approve the minutes of the previous meeting held on Tuesday 11th October 2022.

6. Update on ongoing issues from previous minutes

A verbal update on any matters from the previous minutes.

- a) Remembrance – attaching poppies to lamp posts (Cllr PM Cllr GW)
- b) Christmas Arrangements - Costings for checking and switch on/off of Christmas Lights (Clerk)
- c) Bus Shelters – Update on costs for contractor to supply and replace window at bus shelter opposite Sough Park (Cllr GW)
- d) Asset Register – Update on assigning to Clerk
- e) Dog Bins – Update on relocations
- f) Relationship with Pendle Council – Update on complaint submitted to Pendle Council (Cllr GW)
- g) Notice Boards – Update (Cllr CD)

- h) Scroll for Mr Ted Fort – Update on purchase and presentation
- i) Benches –
 - Repair update
 - Positioning
 - Template for disclaimer
- j) Method of report issues pertaining to assets
- k) Template for Disclaimer re work undertaken on Parish Council Assets (Cllr GW)

7. Update on items relating to Council procedures

- a) Facebook – Connecting to Kelbrook Community Page and Kelbrook Residents Page
- b) Website
- c) Membership of LALC and SLCC – update of Mario training (Cllr JD)
- d) Parish Council email addresses

8. Policies and Procedures

Code of Conduct and Financial Policies to be considered

8. Police business

To report on any issues of concern and forward anything of importance to the local police team.

9. Planning: to consider and comment on any planning application received

- a) Enforcing moving traffic offences consultation LCC (currently no access the relevant webpage)
- b) Land off Cob Lane and Old Stone Trough - update

10. Update of issues from any other meetings attended

West Craven Committee 1st November 2022

11. Finance

- a) Expenditure and reconciled accounts

SLCC	Membership	£106.00
NALC	Membership	£45.37
Internal Audit Yorkshire	Accountancy Fees	£375.00
St Marys Church	Contribution for clockface	£270.00

- b) Banking procedures – update
- c) VAT return 2021 -2022
- d) Budget prior to precept being set
- e) Statement by Accountant, reconfiguring of account balances
- f) Asset register policy – update
- g) Scribe Accountancy Services

12. Communication

To receive any communications not dealt with in other agenda items

13. **Play Area**

Update

14. **Village Improvement Plan**

Update

Date & Time of next full meeting

The next meeting will be held on Tuesday 13th December 2022 in the Village Hall Annex at 7.00pm.

DATED

Clerk: