

Kelbrook and Sough Parish Council

Minutes 12th September 2023

Chairman: Sharon Ashley

Clerk: Carole Singleton

Email: clerk@kelbrookandsoughparishcouncil.org.uk

Website: www.kelbrookandsoughparishcouncil.org.uk

1. Welcome

The Chairperson Cllr. Ashley welcomes all to the meeting

2. Attendance, Apologies and non-attendance

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

In attendance: Chairperson Ashley, Cllrs Katiff, Elley, Galway

Apologies for Absence: Cllrs Slinger, Myers, Ellis

3. Declarations of Interest

Members are reminded of the legal requirements concerning the declaration of interests. Member must declare a disclosable pecuniary interest 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 and discussion or voting takes place.

No declarations of interest received

4. Public forum

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/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

5. Minutes

To approve minutes from the meeting held on 11th July 2023

Resolved: Approved as a true record

6. To examine and approve

- bank statement - Statement to 30th August 2023 - balance at close of business £38333.21

Resolved: approved as a true record

- bank account is to be reconciled at three monthly intervals. Reconciliation spreadsheet for first period to 30/6/23 including invoices, income statements, VAT claim and bank statement given to Cllr Katiff for approval.
- budget monitoring report - the clerk is still working on this

7. To approve and authorise payment of the following invoice

Date	Payee	Details	Amount
18 8 2023	Borough of Pendle	cost of local elections.	£1024.33

Resolved: Approved for payment

8. Other Financial Matters

Banking update

- The parish council now has access to the bank account .
- Signatories are Cllrs Ashley and Elley.
- All outstanding invoices have been paid.
- Can do BACS payments on line if requested not everyone wants cheque payments
- Will soon have access to view balances on line

Audit report and action plan

- Final audit report has been published on the website
- Feel free to read and come back with questions.
- Internal audit looked at bank statements, cashbook, invoices, policies and other documents and gave recommendations for action moving forward.

The internal audit report below is looking at the period April 2022 to March 2023.

- Cash Book - all recommendations completed
- Adoption date and minute reference to be updated on the front of the policies being updated. Will bring back to October meeting as we are looking at the policies for update
- Purchase of goods and services are authorised at the parish council meetings
- VAT claim - to be submitted - this has been completed - and full outstanding payment from HMRC of £3087.31 for outstanding years has been received
- Risk Assessments should be looked at each year, the parish council is in the process of putting one together.

- Carry out a review of the effectiveness of controls - being worked on at present and adopted at next meeting
- Sough Play Area - not considering asset transfer. Maintenance paid annually. Discussions are taking place including Earbys contribution. In negotiation with Earby Parish Council to ensure best value for money.
- Inspections and appropriate risk assessments will form part of a maintenance plan which will form part of the asset register
- Budget documents - these are used to set precept each year to an appropriate level. Amount of precept to be recorded in the minutes
- Improvements to asset register - work being undertaken and will bring back to council at the end of the year. Copy to be provided to the insurance company. Possibility of asking our insurers to attend locally to ensure adequate insurance cover is maintained
- Comply with requirement of the financial regulations - see agenda item 6.
- Confirmation the AGAR for 2022/23 was sent to external auditors within timescales
- Report back on actions - to be in place at the end of the year. The Parish Council website
- will be kept updated should anyone want to read it . Will be regular agenda item.
- <https://www.kelbrookandsoughparishcouncil.org.uk/>

Payroll Costs for staff

- Previous payroll provider for Kelbrook and Sough Parish Council quoted a set up fee plus £35 plus vat per payslip.
- Business Focus Accountancy quoted costs of £27.60 + vat per payslip
- Tax Assist quoted costs of £11.50 + vat per payslip.

Resolved: approved to proceed with Tax Assist

Election payment

£1024.33 payable to cover the election costs. VAT is reclaimable

Resolved: this has been approved for payment under agenda item 7

Reserves budget update

- £15200 precept and separate budget for the reserves.
- Our new financial spreadsheet document combines the precept budget and the reserves budget.
- All budget headings will have the allocation of money per budget item and will monitor our spend against the appropriate budget. An example shows that £5000 was allocated for the elections with a total spend of £1024.33

Public Right of Way Local Delivery Plan and Biodiversity Small Grant Scheme

Lancashire County Council are again continuing the 2 schemes. Paperwork and specification given to the Councillors prior to the meeting - the scheme consists of 2 elements.

1. Public Right of Way Delivery Scheme - £500 to support the work undertaken by the County Council Rights of Way Team for vegetation clearance, signposts, way marks, steps, gates.
2. Biodiversity Small Grant Scheme - £300 towards local bio-diversity related projects.

Can opt into both grants, individually or together.

Closing date to opt into the scheme is 15th September, an expression of interest was sent by the clerk on 18th August 2023, whilst awaiting a decision from tonight's meeting.

Resolved: clerk to proceed and apply for both schemes

9. Update of on-going issues from other meetings

West Craven Area Committee - Planning application at Mill. Initially refused but now withdrawn.

Bus shelters - 5 bus shelters were transferred in 2019 to Kelbrook and Sough Parish Council. One Bus shelter in lay by will be replaced with a new one, the parish council has no control over colour, probably will be stainless steel and re-sited to the roadside and not set back. No dates for this yet. Lancashire levelling up fund making contribution towards bus shelters, they are not taking back control but could possibly be offering contribution to all parish and town councils for upkeep of the bus shelter.

10. Planning Applications Received

None received

Update - the application for a bungalow south of Ardendene - a mix up at the planning departments did not show the response by Kelbrook and Sough Parish Council by the closing date. The acknowledgement did not appear until later, and appeared as from Salterforth Parish Council. Both Laura Barnes and Neil Watson confirmed the response sent by Kelbrook and Sough Parish Council was received in time and apologised for their mix up. They advised that any further planning responses could be sent to two separate email addresses at the planning department.

11. Application Monitoring

One of the requirements of the Neighbourhood Plan requires that applications are monitored to review how well the Plan is working. The Plan is owned by the Parish Council and there is a request to keep the monitoring spreadsheet updated. An updated version has been sent to the clerk with a request to continue to monitor applications. As neither the spreadsheet or information was passed to the current councillors by the outgoing councillors a meeting has been arranged to discuss completion of the spreadsheet going forward.

12. Police Business

No show. Traffic and speeding is still an issue

13. Updates

- Bus Shelters - invoice relating to Liberata is for Sough Park and not the bus shelter. Kelbrook and Sough Parish council are responsible for this. Money allocated in the budgets for them to be done. Two have already been painted, one of these needs its roof replacing. Some need power washing first and then it will go into the maintenance plan
- **Phone box** - Electricity has now been disconnected in the phone box.. We are now at the point refurbishment can be considered. Quotes being obtained. Lots of ideas from public consultations. Glass panels will need to be removed then painted and replaced.

• **Christmas trees**

Resolved : Christmas trees to be ordered

• **Benches** :

Resolved: benches to be ordered

- Notice boards - local quote not been received therefore looking elsewhere.
 - 2 handmade wooden notice boards (double and single) £3075 by local tradesman,
 - Green Barnes - do notice boards in Oak and material that they call 'man made timber' and looks like wood, 5 years guarantee and no maintenance £977.45 for double, £501.54 for single
 - Parish Council notice board company. Timber £1670 for double, aluminium £815

Resolved: Order 2 notice boards with Green Barnes for £1478

- Lengthsman - interviews have been taking place today. A new Lengthsman will be starting 1st October. Jobs to include painting, repairing, watering, trimming, general maintenance

14. Policy updates

Finance - 1 change needed section 11.H via recommended by internal audit

Resolved - approved for change, add date and minute reference to the front of the policy

Standing orders - clerk to send original document for councillors to consider

Filming -

Point 3. - Changes to include when filming should commence and cease

Resolved - approved for change, add date and minute reference to the front of the policy

Point 5. Change - removed moving about when filming - tables are pre-set up, filming from the defined filming area only is permitted.

Resolved: approved for change, add date and minute reference to the front of the policy

Point 12 . Add - Anyone in breach of rules may be asked to leave the building (under public participation policy)

Resolved- approved for change, add date and minute reference to the front of the policy

Filming of parish council will be set up in front of the to ensure members of the public are not included in the filming. There is no requirement for a member of the council to stay with the equipment.

Resolved - approved for change, add date and minute reference to the front of the policy

Retention and disposal - council will livestream for up to a year, and cleared once minutes approved and signed off

Resolved : approved for change, add date and minute reference to the front of the policy

Grant Making - no change to policy, the change is to the grant application form original form did not include how much was being applied for and how the grant will be spent This has not been added to the grant making application in simplified language.

Resolved - approved for change, add date and minute reference to the front of the policy

Work will continue to review all the parish council policies and bring back to the Parish Council meetings for approval.

15. Correspondence

- Remembrance Day - arrangements to be in place.
- Two parishioners and ex-members of the services to lay the wreath.
- Wreath and poppies for the lamp posts be purchased (we already have poppies for the lamppost)
- To go up week before the memorial and removed the week following the memorial, (approx. timing -weather dependant)

Resolved: approved

- Dog Fouling - concerns by residents re dog fouling. Asked for Dog bins to be replaced, rusty litter bin and additional litter bins and dog bins as per residents requests. Cllr Katiff will speak to the environment officer at Pendle Borough Council to put signs up at 'hot spots'. Cllr Galway will be speaking to Tom Partridge at Pendle Borough Council re signs for dogs to be on leads around livestock.

- Grit bins - Cllrs to walk around the village to look at winter grit bins and where they may be needed and suitable for the coming winter. Any suggestions welcome.
- Disclosure log - the clerk is currently dealing with Freedom of Information (FOI) requests and liaising with the Information Commissioners Office (ICO) for advice and guidance.
 - Anyone has the right to ask to see **recorded information** held by [public authorities](#).
 - The Freedom of Information Act (FOIA) gives the right to see information. Before a request is made the requestor will need to check that the information has not been already published or responded to - commonly known as a disclosure log. A disclosure log will be added to the website to assist with this. Clerk to liaise with the website provider

16. To confirm the date of the next Parish Council Meeting at 7:00 10th October 2023

Resolved: date confirmed

Meeting concluded 20:10 - all filming must be stopped