

DRAFT MINUTES

KELBROOK AND SOUGH PARISH COUNCIL

Monday the 9th of September 2024

7.30 pm @ Kelbrook and Sough Village Hall

1. Chairman Katiff welcomed all to the meeting

2. Attendance, Apologies and Non-Attendance

Present: Chair Liz Katiff, Cllr Christine Eley, Cllr Angela Mayers, Cllr Darren Galway

Apologies received from Cllr Stuart Ellis who was unable to make the meeting.

The chair spoke of the great loss to the PC, caused by the resignation of Carole Singleton and stated that while it was upsetting to lose her and the skills she fetched to the role, we understood her reasons.

Her resignation letter was read out in full. (Appendix A)

Cllr Elley expressed the appreciation all members of the PC had for dedication and input over the last year and that she would be sadly missed.

The Chair then thanked Sharon Ashley for her contribution to the PC and read out her resignation letter. (Also Appendix A)

It was expressed her resignation was another loss but that the PC looked forward to working together with her on Community Projects.

Sharon was attending the meeting as she had agreed to assist with some of the Clerk responsibilities such as taking minutes during the transitional period until a new clerk or locum clerk is appointed.

3. Declaration of Disclosable Pecuniary and Other Interests

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.

None declared

4. 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.

There were 3 members of public present at the meeting with one of the tree filming the meeting.

A question was asked by a member of public about why the historic Minutes and Agendas had been removed from the website.

Cllr Mayers explained that the recent switch of the website to a gov.uk domain had led to a lot of documents dropping off there. She had taken advice from the web company (who worked with many other Parish Councils) and their suggestion was to only include these documents for the current year.

The member of the public questioned whether members of the public now would need to use a FOI request to see historic minutes.

Cllr Mayers agreed to research and take advice about this matter and get back to the member of public when she had an answer.

5. Minutes

To approve the draft minutes of the Parish Council meeting held on the 14th of May 2024 (previously circulated).

Resolved: approved as a true record. A couple of clerical errors to be amended.

5. Procedures and Policies

There were several policies put forward for discussion and/or approval after updates. (previously circulated to all members)

- Privacy
- GDPR
- Data Breach
- Privacy Notice For Staff
- Grants

Resolved: That all these policies be approved

- Standing orders

There was a couple of points for discussion. The suggestion for length of meeting was one and a half hours – all councillors present felt this was reasonable.

It was also noted that under public participation there was a new statement concerning vexatious behaviour and the consequences. This was mirrored and cross referenced to the same statement in the Public Participation Policy.

Resolved: That the Standing orders be approved.

- Financial Regulations

The latest modal regulations have been circulated but as the PC bank account has changed this does need some adjustments to include the changes this will make to ways of working eg access to online banking.

Resolved: This will be finalised at the next meeting.

- Financial Risk Assessment

This is pretty much completed, but a subgroup of councillors has been created to do a final edit and cross reference to ensure continuity with all other policies.

Resolved: This will be finalised at the next meeting.

7. Financials

Banking update – The PC account has now transferred to Unity Bank as recommended by the internal auditor. This gives access to online banking plus a payment card.

The Santander account is now closed, and all funds transferred. Due to resignations, there are some changes to bank signatories in progress.

Financial Stamp – this has been advised on a couple of previous audits and discussed but not actioned. The stamp has now been ordered.

Grants – The PC has again received grants totalling £800, £500 towards work on footpaths and £300 towards environmental projects. This is the second year this funding has been claimed. It is something that has been available to Parish Councils for many years but not been claimed previously. The PC will be considering suitable projects for these funds.

Traffic Management Course – Now booked for the 4th Of October.

Clerk – due to the resignation of our Clerk and RFO a new role will be advertised. It is anticipated that it could take some time to fill the vacancy. Cllrs have spoken to LALC (Lancashire Association for Local Councils) about advertising the post and about the options around employing a locum clerk in the interim period. No prices have yet been forthcoming, although it is clear it will be more per hour than a regular clerk. They have requested details about what is needed before they can give costs. The plus side is that the locum will be a fully skilled person.

Resolved: to contact LALC and get back to the next meeting with some options and costings.

8. To Approve and Authorise Payment and Procurement.

- Telephone box livery – £66.00 incl vat for the name stickers the funds for refurbishment of the phone box are already part of the budget – invoice approved for payment.

- Countryside Signs £330.00 – budget for these authorised at the meeting 12/03/24 – invoice approved for payment.

(Wording on Signs – Polite Notice, Please Respect Livestock on Farmland and Footpaths, Please Keep Dogs on a Lead, Take Dog Mess Home)

- Printer - £159.98 incl vat plus Ink and Paper £25.40 - £250 spend was authorised at the meeting 14/05/24 for this purchase – approved for payment.
- Lock Up Annual Bill - £320.00 – Invoice approved for payment.
- Financial Stamp - £35.49 incl vat – Invoice approved for payment.
- Christmas trees - £875 per tree plus £350 to erect, fit lights, take down, store lights and dispose of tree Total £2450.00 – Invoice approved for payment.

(This was considered something residents were keen to continue after last year – moving forwards the PC are going to look at alternatives in terms of living trees to cut costs and be more environmentally friendly)

Playground soft pour surface repair – despite contacting many different companies only two quotes came in. Spektra quoted £2604 + vat for a 200mm cut back and black infill. RTC Safety Services quoted £1892 plus vat for a 150mm cut back and infill in black. The companies are both local with RTC being longer established and very well known. It was decided that the 50mm difference wasn't worth the extra £712 quoted.

The work will be paid for by a grant received from WCAC towards the improvements to the playground.

Resolved: To ask RTC to carry out the work as soon as possible

Playground painting – despite contacting a few companies we only have one quote so far. Different companies will be approached before a decision can be made.

Resolved: To seek more quotes and bring this back to the next meeting.

Battery Sander – Simon the lengths man is currently rubbing down benches by hand prior to painting so it is proposed to purchase a battery powered sander to assist with this, making it easier and faster for him to complete the task moving forward.

Cllr Galway researched types and costs and put forward the following options.

1. Lumberjack cordless sander £69.99
2. Dewalt brushless orbital sander £149.98
3. Makita orbital Sander £94.99 (no battery)

After discussion about best value, quality, robustness, suitability for purpose the decision was made to purchase option 2 plus sandpaper (£5.98)

Resolved: To order a Dewalt Sander and sandpaper.

Lawnmower – Due to requests from residents regarding areas that need mowing and some areas seeing a reduced or erratic mowing service from PBC Simon the Lengthsman has agreed to do some mowing as part of his role keeping the Villages tidy and well maintained.

Cllr Galway researched types and costs and put forward the following options.

1. Ginhell power exchange cordless mower – dual battery £349.98
2. Aero 132Ekit (corded) £119.00
3. Stihl cordless mower 443 £469.99

After discussion about best value, quality, robustness and suitability for purpose the decision was made to purchase option 1

Resolved: To order a Ginhell cordless mower.

Microsoft – Cllr Mayers proposed the PC consider a Microsoft 365 account. This would have the advantage of all documents being in the same format and accessible easily for all councillors and the Clerk. They would be easily accessed on a PC cloud rather than needing to be downloaded and/or printed. The costs were between £5 and £7 a month for a not for profit which covers up to 10 users.

Resolved: Approved for Cllr Mayers to set up a PC Microsoft account with the monthly payment.

9. Planning

The following responses to planning applications were reported and further updates given.

APPLICATION: 24/0384/HHO PROPOSAL: Full: Demolition of existing single storey side extension, garage, shed and greenhouse; erection of two storey side extension, single storey rear extension; erection of detached garage/office and the formation of parking/turning areas. AT: 27 Quernmore Drive Kelbrook Lancashire

Response made - We wish to express that we have no objection or any issue with this planning application.

This has now been APPROVED with conditions.

APPLICATION: 24/0378/FUL PROPOSAL: Full: Erection of timber stables and change of use of land to horsiculture. Land To The North West Of Stone Trough House Old Stone Trough Lane Kelbrook Lancashire

Response made - We wish to express that we have no objection or any issue with this planning application.

We would prefer to see horses on there rather than houses. There is also the fact that surrounding fields have already got stables/horses so hard to justify.

The applicant has put in new proposals for the entrance that highways have approved.

There are some objections from residents but mainly seem to be unhappy with the term horsiculture. Other points are risk of flooding, highways and more detail about use ie no livery etc

There was a site visit made by councillors prior to WCAC .
This was discussed at WCAC and has been APPROVED with conditions.

Ref no. 24/0305/OUT Outline application: Demolition of existing 2 no. industrial units and erection of 3 no. units (access, layout, scale)

Response Made

Positive – It will enhance the appearance of an area of the Village that has been an eyesore for a number of years.

Negative – It necessitates an increase in traffic along what is a very narrow access road which is a highway safety concern.

Other concerns are

- The proposed length of times that access to the units will be allowed
- The potential access required for large delivery vehicles
- Disruption during the construction process
- Detrimental impact generally for residents of Sough Lane.

For these reasons we wish to OBJECT to the planning application in its current

COB LANE – Discharge of conditions.

This was discussed at WCAC.

Following the meeting there was a site meeting with Local councillors, planning officers and developers which Cllr Eley attended.

Developers have fitted an Attenuation tank that will absorb the surface water. When asked about long term management of drainage and flood risk they informed planners that a management development team would take over the site once completed as is common now on new builds.

A new application was discussed.

24/0585/REM | Reserved Matters: Erection of a replacement farm house (Appearance, Landscaping, Layout and Scale) of Planning Permission. Moor Gate Farm Cob Lane Kelbrook Lancashire BB18 6LL

A previous outline planning application had been approved in 2022. At the time the Parish Council were consulted but no response was made to this application, so this indicates that this is in keeping with the Neighbourhood Plan.

The planning deals with the reserved matters from the previous application and the design is for a 'Passive House'.

The house is in keeping in terms of design, appearance and materials and the plan includes arrangements for other matters such as landscaping, hedges etc.

Resolved: The PC to respond to the planning consultation offering no objections to the plans.

10. Update of ongoing issues from other meetings.

- Parish Meeting – One of the suggestions from this meeting was a resident's survey. Unfortunately, due to a depleted membership and other pressing matters this has not yet been actioned, but it is planned to do so in due course. It was stressed that residents can contact PC via email, Facebook page or face to face about any issues of concern, suggestions etc.
- WCAC – The latest meeting earlier in September there was no Cllr able to attend. The meeting prior to that in August was attended by Cllr Katiff. Relevant matters discussed were
Euravia (smell of aviation fuel) Cllr Ellis and Cllr Whipp had attended a meeting in July regarding resident's complaints about the smells. There is to be a follow up meeting in September. Residents are encouraged to log incidents and issues. Pendle require this evidence to move forward with this. Log sheets were available at the meeting and can be dropped off to any residents who want one.
- Sough Park – Following Earby Town Councils decision to withdraw their contribution to the funds for maintenance of Sough Park there have been various discussions with their chair, Cllr David Whipp and Phil Riley from Pendle. Earby contributed 75% of the maintenance costs, Kelbrook and Sough 25%. The impact of this is that services will be lowered to a minimum. Bins emptied less frequently, grass mowed and dropped not collected. Flower beds will be grassed over, hedges not trimmed.
The football pitches and changing rooms managed by pendle Phoenix FC will be unchanged. The Bowling Club have agreed to take responsibility for the maintenance of the green. A meeting between all those involved is to be held later in the month. We won't be making any decisions until after that meeting.
Resolved: To defer decisions about Sough Park until after this meeting.

11. Lengths man Report

Simon has been focussing on benches over the last few weeks, the weather hasn't been kind but he is getting through them all. The sander should help speed up this task.

12. Traffic Management Event

Deferred to the next meeting after the course has been attended.

13. Correspondence

- A previous Councillor contacted us to explain they were receiving the Clerk emails from Pendle Council. Pendle have been contacted and the matter has been resolved.
- Parking restrictions near school – a question was asked about alterations to the zigzags by school when replaced. The resident was directed to the relevant authority. To date these have not been repainted
- Free swimming passes – due to an issue with the emails from Pendle going to a previous councillor this information was not provided to the PC and the passes weren't

issued. A few days before the end of term this was alerted by a parent and Cllr Katiff was able to sort this in time for the children to have passes to use over the Summer break. (The issue with the emails was finally identified as a glitch at the Pendle Council end and has now been rectified)

- A query was raised about some work to be done to improve the muddy footpath across the old railway at the bottom of 20 steps going towards Salterforth. This is an ideal use of the footpaths grant money and quotes are going to be sought out for the work. Richard Wilson has agreed to grant access.
- A request was made to offer parking whilst the work to repair the road surface on Waterloo Road was in progress. Unfortunately as we own no land this wasn't an option. People seemed to manage to find space nearby and the new surface is great.
- Highway Drain Blockage at Sough – Reported to Love Clean Streets and now resolved.

14. Date and Time of Next Meeting

The next meeting will be on Thursday the 17th of October at 7.30 pm.

Chair Katiff reminded all that filming should start when the meeting starts and end when the meeting ends – this is according to the PC Filming Policy.

The meeting closed at 8.40 pm