

Kelbrook and Sough Parish Council

Chairman: P Maskell

Clerk: D Parsons

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Minutes of the meeting of Kelbrook and Sough Parish Council held on Tuesday 11th October 2022 at 7.00pm in the Annex, Kelbrook and Sough Village Hall

1. **Welcome**

The Chairperson Cllr P Maskell welcomed all to the meeting.

2. **Attendance, Apologies and Non-Attendance**

In attendance: Councillors P Maskell (PM) C Durance (CD) G Wilson (GW) J Davies (JD)

Apologies: Councillors A Drummond-Burnett (ABD) G Slinger (GS) E Katiff (EK) M Parris (MP)

3. **Declaration of Interest/s** – None

4. **Public**

The Filming Policy was made available to the public.

5. **Minutes**

The minutes of the previous meeting held on Tuesday 20th September 2022 were agreed and approved as a correct record of the meeting (Proposed JD, Seconded GW).

6. **Update On Ongoing Issues From Previous Minutes**

a) **Project Plan 2022**

Remembrance

Resolved:

PM to lay the wreath.

PM and GW to place the remaining 36 poppies on lamp posts throughout the village on 1st November. These will be removed as soon as possible after 13th November.

Christmas Arrangements

Christmas lights in Kelbrook and Sough to be turned on Thursday 1st December 2022.

Resolved:

Cllr CD to provide the Clerk with details of a company who can check the lights.

Confirmation with this company to turn on the lights and turn off no later than 6th January 2023. Update to be provided at the next meeting.

b) **Bus Shelters**

Costings have been sought by Cllr GW for replacement glass at the bus shelter opposite Sough Park, this will be in the region of £110-£130 for the glass without fitting.

No update on the levelling up fund.

Resolved:

Safety glass to be installed in the bus shelter by a contractor. Prices for this work to be sought by Cllr GW. Update to be provided at the next meeting.

c) Asset Register

Resolved:

An Asset Register is held by the Parish Council and will be handed to the Clerk.

d) Dog Bins – Relocation

Confirmation and agreement still required for the relocation of the dog bins.

Resolved:

Pendle Council to be contacted and permission sought for the relocations.

e) Relationship with Pendle Council

Cllr GW has made attempts to contact the relevant person at Pendle Council for clarification on the Service Level Agreements.

Resolved:

Due to the number of failed attempts to communicate with Pendle Council and lack of any direction from them Cllr GW to submit a formal complaint.

f) Notice Boards

New products are now available in aluminium.

Resolved:

Cllr CD to obtain 3 quotes and report back at the next meeting.

g) Scroll for Mr Ted Fort

Resolved:

Cllr JD to check the post-nominal letters to be placed after Mr Fort's name and inform Cllr CD. Agreement for a scroll to be purchased at a cost of £85.

A celebration is to take place on 12th November following the refurbishment of the church clock. It was felt that this would be an opportune time to present the scroll.

h) Benches

Hazard tape has been placed on 2 benches as they are deemed a potential risk. Suggestions made for the siting of 2 picnic benches.

Resolved:

Methods of reporting issues pertaining to any assets will be made available on the Parish Council Website.

Cllr GW to create a template for a disclaimer to protect the Parish Council from any type of work undertaken on its assets.

One picnic bench to be repaired, Cllr CD will pass details of a contractor to the Clerk who will pursue a quotation.

The picnic benches will be placed 1)the amenity land at Sough 2) outside Sough Mill 3) on land near to the Kelbrook Roundabout – permission from LCC Highways will be sought.

7. Update on items relating to Council Business

a) Facebook

Resolved:

Parish Council Facebook page to be connected to the Kelbrook Community Page and the Kelbrook Residents Page.

b) Website

Resolved:

Disclaimer created by Cllr GW to be inputted on website.

No photographs of Councillors will be displayed on the website.

c) Membership of LALC and SLCC

Resolved:

Agreed that the Parish Council will become Members of both LALC and SLCC.

Cllr JD is to undertake Mario training and will feed back at the next meeting.

8. Policies and Procedures

There are currently 16 policies to consider and review.

Resolved:

Cllr CD to forward all policies to all Councillors. The first policies to be considered are all those relating to Finance and the Code of Conduct Policy. These will be discussed at the next meeting.

The Clerk will draw up a list of all Policies and Procedures.

9. Police Business

None to report.

10. Planning

Road traffic regulations at the corner of Church Lane and Colne Road

Resolved:

Cllr PM informed West Craven that the Parish Council agreed that the road traffic regulations will satisfy the requirements at this junction and therefore they support this proposal.

Articulated lorry being parked outside Sough Park

Jenny Purcell visited the site.

Resolved:

Deemed that the parking was not illegal and therefore no action can be taken.

Land off Cob Lane and Old Stone Trough Lane, Kelbrook

Resolved:

Cllr GW will object on behalf of the Parish Council, this will be circulated by the Clerk to all Cllr's for information.

11. Update Of Issues From Any Other Meetings Attended

West Craven Area Committee was not attended as this took place on the same night as the Parish Council Meeting.

12. Finance

a) Accounts Report

£39,422 – Bank Balance

Resolved:

£15,000 nominated as a reserve

Monthly expenditure and reconciled accounts to be available at each meeting.

b) Internal Auditors Report and Recommendations

Resolved:

A suitably designed stamp for coding of invoices will be purchased and utilised.

No cash payments to be made.

Bank to be contacted to expedite banking procedures.

VAT return for 2021-2022 to be submitted.

Budget conversation to be held prior to precept being set.

Statement by Accountant required as to the reconfiguring of the account balances.

Agreement that the Auditors report was accepted and actions will be taken with regard to the recommendations Proposed Cllr GW Seconded Cllr PM.

c) **External Audit AGAR Parts 1 – 3**

Resolved:

Agreed unanimously by the Parish Council.

d) **Asset Register Policy**

Resolved:

Asset Register Policy to sit with Policies and Procedures. This new policy to be circulated by Cllr CD in anticipation of approval at the next meeting.

13. Correspondence

None to report.

14. Play Area

The Annual Report was considered.

Resolved:

One swing seat requires replacing. Clerk to obtain prices and bring to next meeting.

15. Village Improvement Plan

All responses to the Plan have been favourable. Processes and procedures are in place and the Parish Council has the right to agree/disagree.

It was deemed as not appropriate to hold meetings or to publicise in any way the VIP during the Referendum for the Neighbourhood Plan.

Resolved:

When the outcome of the Neighbourhood Plan has been made public the Village Improvement Plan will continue.

16. Rainbow Bench

Resolved:

Following receipt of communication from Village residents and after further research it was agreed that a Rainbow Bench would not represent inclusivity and the matter will be taken no further. Proposed Cllr GW Seconded Cllr JD.

EXCLUSION OF PUBLIC AND PRESS

Councillors agreed to exclude the public and press from the meeting during the following item of business in pursuance of the power contained in Section 100(A) (4) of the Local Government Act, 1972 as amended when it was likely, in view of the nature of the proceedings or the business to be transacted, that there would be disclosure of exempt information which was likely to reveal the identity of an individual.

CORRESPONDENCE

The Council had received one item of correspondence that Councillors discussed and RESOLVED that no further action would be taken.

Date and Time of Next Full Meeting

The next meeting will be held on Tuesday 8th November 2022 in the Village Hall Annex at 7.00pm

Dated: 13th October 2022

Clerk:

