**Kelbrook and Sough Parish Council**

Chairman: P Maskell

Clerk: Dorothy Parsons

Email: clerk@kelbrookandsoughparishcouncil.org.uk

Website: [www.kelbrookandsoughparishcouncil.uk](http://www.kelbrookandsoughparishcouncil.uk)

**SUMMONS to a meeting of Kelbrook and Sough Parish Council to be held on Tuesday 13th December 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 8th November 2022.

**6. Update on ongoing issues from previous minutes**

 A verbal update on any matters from the previous minutes.

1. Bus Shelters – Update on work carried out
2. Dog Bins – Update on relocations
3. Relationship with Pendle Council – Update from Gemma Wells
4. Notice Boards – Update (Cllr CD)
5. Scroll for Mr Ted Fort – Feedback from presentation
6. Benches –

Repair update

Positioning

1. Method of report issues pertaining to assets
2. Disclaimer to protect the Parish Council on work undertaken on its assets – were to position on webpage
3. Level and details of liabilities on Insurance Policy
4. Risk assessment and competence check for work undertaken on assets

**7. Update on items relating to Council procedures**

1. Facebook
2. Website – update to include

Assets and how to report any issues

Insurance liability

Disclaimer for any work undertaken on assets

1. King’s Coronation – planning process to be considered

**8**. **Policies and Procedures**

a)Code of Conduct

 b) Financial Regulations

 c) Standing Orders

 d) Asset Register

 e) Complaints

 f) Social Media

**9. Police business**

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

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

a) Enforcing moving traffic offences consultation LCC (previously no access the relevant webpage)

b) Land off Cob Lane and Old Stone Trough – update

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application Number | Applicant | Location | Proposal | Deadline for comments |
| 22/0822/HHO | Mr David Scothern | Craven Game Farm Harden Road Kelbrook | Single storey rear extension and convert part of garage to games room | 28/12/2022 |

**11. Update of issues from any other meetings attended**

West Craven Committee

**12. Finance**

 a) Expenditure and reconciled accounts

|  |  |  |
| --- | --- | --- |
| Poppy Appeal |  | £27.50 |
| Pendle Borough Council | Playground Inspection | £76.20 |
| Communicore | Freedom Scroll | £108.66 |
| 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) Asset register policy – update

g) Scribe Accountancy Services

h) Clerk’s contract of employment and hours

**13. Play Area**

 Update

**14. Village Improvement Plan**

 Update

**15. Communication**

 To receive any communications not dealt with in other agenda items

**Date & Time of next full meeting**

The next meeting will be held on Tuesday 10th January 2023 in the Village Hall Annex at 7.00pm.

DATED Clerk: