**Kelbrook and Sough Parish Council**

Chairman: Paul Maskell

Clerk: Dorothy Parsons

Email: [clerk@kelbrookandsoughparishcouncil.org.uk](mailto:clerk@kelbrookandsoughparishcouncil.org.uk)

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**SUMMONS to a meeting of Kelbrook and Sough Parish Council to be held on Tuesday 14th March 2023 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/comments for Council for items on the agenda to be sent via post/email to the clerk 24 hours before the meeting.

**5. Minutes**

To accept and approve the minutes of the previous meeting held on Tuesday 21st February 2023.

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

1. Facebook – Set up of Facebook Page – to be presented on next agenda
2. Website
3. Link for presenting accounts (Clerk)
4. Word Disclaimer for work on assets, requires approval (Cllr GS)
5. Rights of Way

Update (Cllr JD)

Definitive Plan (Cllr JD)

**7. Police Business**

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application No.** | **Applicant** | **Location** | **Proposal** | **Deadline for Comments** |
| 23/0140/PIP | Mrs Kathleen Pedder | The Stables, Old Stone Trough Lane, Kelbrook | Erection of a single detached dwelling | 17th March 2023 |
| 23/0121/FUL | Mr Adrian Duke | Land off Dotcliffe Road, Dotcliffe Road, Kelbrook | Change of use of agricultural land to tourist accommodation and the installation of four glamping pods with associated parking and infrastructure. | 16th March 2023 |

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

West Craven Committee

**10. Finance**

1. Expenditure and reconciled accounts

|  |  |  |
| --- | --- | --- |
| Dorothy Parsons | Clerk Payroll 1st July 22 – 31st December 22 | £1132.88 |
| Dorothy Parsons | Clerk Payroll 1st Jan 23 – 31st March 23 | £592.52 |
| JJL Accountants | Payroll services – set up HMRC = £75 and calculation of salary for Clerk x 2 = £70 | £145 |

1. Breakdown of monthly plan from Easyweb
2. Alternative Website providers (Cllr LK)

d) VAT return 2021 – 2022 – update on facility of a Post Box at Village Hall

e) Asset Register – other items to be included in Asset Register

f) Banking Signatory – Removal of Christine Durance

**11. Play Area**

Update

**12. Village Improvement Plan**

This item on hold until May 2023

**13. Communication**

To receive any communications not dealt with in other agenda items

**14**. **Update on outstanding issues**

A verbal update on any matters from the previous minutes.

1. Relationship with Pendle Council – Update Clerk
2. Notice Boards – Update (Cllr LK) Fixings of Notice Boards (Cllr GW, Cllr JD)
3. Benches – Quotations for repair of composite benches (Cllr GS)
4. Method of reporting issues pertaining to assets – Update (Clerk)
5. Risk assessment and competence check for work undertaken on Assets

f) Damaged wall, corner of Colne Road and Church Lane - Update (Clerk)

g) Planter located by the Willow tree – Update on price for repair (Cllr GS)

h) Telephone Box, Colne Rd – Update (Clerk)

i) Church Clock – feedback on proposal to contribute to fund lighting of 4 sides to the Church Clock

1. Kings Coronation – Update
2. Elections

**Date & Time of next full meeting**

The next meeting will be held on Tuesday 11th April 2023 in the Village Hall Annex at 7.00pm.

DATED Clerk: