**Kelbrook and Sough Parish Council**

Chairman: Paul Maskell

Clerk: Dorothy Parsons

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

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

**SUMMONS to a meeting of Kelbrook and Sough Parish Council to be held on Tuesday 21st February 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 17th January 2023.

**6. Policies and Procedures**

Approval of the following policies:

1. Code of Conduct
2. Email Address
3. Data Protection
4. Filming
5. Grants & Donations
6. Public Participation
7. Publication Scheme
8. Standing Orders
9. Unacceptable Behaviour
10. Complaints
11. Social Media
12. Equal Opportunities
13. Vexatious Complaints

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

1. Facebook
2. Website
3. Bulletins (Clerk)
4. Link for reporting issues to LCC (Clerk)
5. Link for presenting accounts (Clerk)
6. Word Disclaimer for work on assets, requires approval (Cllr GS)
7. Rights of Way update (Cllr JD)
8. Parish Council Email addresses

**8. Police Business**

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

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

Land off Cob Lane – update

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

West Craven Committee

**12. Finance**

a) Expenditure and reconciled accounts

|  |  |  |
| --- | --- | --- |
| ICO | ICO Registration Fee | £40.00 |

b) VAT return 2021 -2022

c) Asset Register – other items to be included in Asset Register   
d) Audit Report – summary of recommendations

e) Internal Audit Yorkshire

**13. Play Area**

Update

Friends of Kelbrook and Sough Playground

**14. Village Improvement Plan**

Update

**15. Communication**

To receive any communications not dealt with in other agenda items

16. **Update on outstanding issues**

A verbal update on any matters from the previous minutes.

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

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 – consideration re allocation of funds

1. Kings Coronation – Update on guidance & protocols

**Date & Time of next full meeting**

The next meeting will be held on Tuesday 14th March 2023 in the Village Hall Annex at 7.00pm.

DATED Clerk: