

**Kelbrook and Sough Parish Council**  
**Annual Parish Council Meeting 12.5.2024**

**Minutes**

Chairman Ashley welcomed all the to the meeting

**1. Election of Parish Council Chairman**

Election of a parish council chairman for the 2024/25 municipal year

**Chairman Lizzie Katiff** - Proposed Cllr CE Seconded Cllr DG

Declaration of Acceptance of Office, signed in the presence of the Parish Clerk (Proper Officer)

**2. Election of Parish Council Vice-Chairman**

Election of parish council vice-chairman for the 2024/5 municipal year

Vice Chairman - Sharon Ashley - Proposed Cllr CE seconded Cllr DG

Declaration of Acceptance of Office, signed in the presence of the Parish Clerk (Proper Officer)

**3. Apologies for Absence**

To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

**Present:** Chairman Latiff, Cllrs Ashley, Mayers, Elley, Galway, Ellis

**Absences:** approved absence due to holiday Cllr Slinger

**4. Declaration of Disclosable Pecuniary and Other Interests**

4.1 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.

4.2 To receive, consider and record Councillors requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. (Applications for this must be made in writing to the Clerk prior to the meeting).

**None declared**

**5. 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.

Note: • 10 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting.

Any member of the public shall not speak for more than five minutes. A question asked by a Member of the Public during Public Participation shall not require a response or debate during the

meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Any questions/comments for Council for items on the agenda to be sent via post/email to the clerk [clerk@kelbrookandsoughparishcouncil.org.uk](mailto:clerk@kelbrookandsoughparishcouncil.org.uk) 24 hours before the meeting

**6 members of the public present**

### **6. Reports from Invited Guests**

To receive reports from District and County Councillors and any invited guests.

**None present**

### **7. Minutes**

7.1 To approve the draft minutes of the Parish Council meeting held on the 12th March 2024 (previously circulated).

**Resolved:** approved as a true record. Amend spelling of name for Cllr Latiff

### **8. Review of Representation**

To consider the appointment of members to act as representatives on external bodies for the ensuing year. Members appointed onto outside bodies are required to provide reports to the council and must not make any decisions on behalf of the council.

- West Craven Area Committee

**Resolved** Sharon Ashley co-opted to WCAC ,other councillors may attend future meetings on rotation

### **9. Review of Standing Orders and Council Policies & Procedures**

Review and adopt the council governance documents

- Asset Register Policy
- Complaints Policy
- Data Protection Policy
- e.mail address Policy
- Equal Opportunities Policy
- Internal Audit Policy
- Publication Scheme
- Persistent and Vexatious Complaints
- Public Participation Policy
- Retention Policy
- Social Media Policy
- Standing Orders
- Unacceptable behaviour and Disorderly Conduct Policy

**Resolved** - the above policies have been adopted at the meeting and will be reviewed again at intervals throughout the year

### **10. Annual Meeting Schedule 2024/5**

Annual meeting schedule for the remainder of the civic year including the next annual meeting of the council agreed as below. Moving to Thursdays, on the second Thursday in the month where possible.

Thurs 11th July  
Thurs 12th Sept  
Thurs 14th Nov  
Thurs 16th Jan  
Thurs 13th Mar  
Thurs 17th April Annual Parish Meeting  
Thurs 15th May Annual Parish Council Meeting

## 11. Review of Banking Signatories and Banking Provider

The appointment of signatories and to consider moving to Unity Trust Bank and electronic banking.

- No business banking at the Santander locally and issues with on line banking.
- The internal auditor recommended Unity Trust Bank and can move over within 7 days.
- Cllr Mayers looking into this.
- At the end of the meetings the financial bills will be done
- Other Parish Councils use Unity Trust bank

**Resolved:** to pursue moving to Unity Trust bank. Signatories agreed as -CE, SE, and SA

## 12. Review of the Financial Regulations

Review the Financial Regulations

**Resolved** - approved. Will need to be reviewed again prior to moving to Unity Trust Bank with on line banking

## 13. Annual Council Insurance Renewal

- Review and approve the annual council insurance at a cost of £251.42
- Due for renewal 1 6 24.
- A comprehensive procurement exercise will be undertaken this current year 2024/2025

**Resolved:** Agreed for payment and to look at procurement against the assets register for next year,

## 14. Frequency of Reviews

To review the frequency of reviews with areas of roles and responsibilities

- All Cllrs to be involved in the working of the council.
- A review of roles and responsibilities being worked on and considered
- Will be presented to the next meeting

## 15. Planning Matters

15.1 To consider and comment on planning applications within the Kelbrook and Sough Parish on the Pendle Council planning portal. Any applications received by the Clerk after publishing the agenda will be tabled at the meeting.

15.2 To receive notifications of any planning decision notices.

Reference: 24/0094/FUL

Address: Land To East Of Colne Road Earby Lancashire

Proposal: Full: (Major)- Hybrid planning application (Full planning application for 39 no. homes to the North and Outline planning application for up to 31 no. homes to the South with access (all other matters reserved).

- All planning matters are on the planning portal.
- The parish councils refer to the neighbourhood plan.
- Residents are encouraged to participate and enter their views.
- 21 days to respond to planning applications.
- Cllr Ashley would consult with Debbie Richardson for advice looking at where the application sits with the neighbourhood plan.
- Kelbrook and Sough Parish Council can only comment on the land that is in Sough.
- Members of the public can make a comment on any/all of the applications.
- Earby is North and Kelbrook is Sough.
- If approved we have no rights of appeal, lots of objections on at present.
- Would be discussed at WCAC, K&SPC can speak but don't have voting rights.
- Outstanding is the PBC report and they will make a recommendation and this report will go the WCAC and possibly to the executive committee of PBC.

- Public can attend and speak.
- David Whipp usually announce meetings on Facebook.
- Kelbrook and Sough Parish Council will also put something on website/Facebook page so residents are kept up date.

## 16. Annual Accounts – Period Ending 31st March 2024

16.1 The internal audit report for the 2023/24 financial year was circulated with the agenda and noted by members.

16.2 Full years accounts from 1st April 2023 to 31st March 2024 for approval - circulated with the agenda

16.2 The accounting statements and supporting documentation to be considered prior to approval of 17.1 and 17.2

## 17. Annual Governance and Accountability Return (AGAR)

17.1 AGAR section 1 - **assertions completed**

17.2 AGAR section 2 - **approved.**

Exercise of public rights to commence on 3rd June 2024 to 13th July 2024. Notices have been prepared and will be displayed on the 2 notice boards and Kelbrook and Sough Parish Council website.

## 18. Financial Matters

To receive and approve the schedule of cheque payments and receipts as tabled or presented at the meeting that require signing in accordance with the Financial Regulations.

### Approval for regular payments -

Easywebsites - as per invoice 4.1.2024 schedule of payments

HMRC payments as directed by TaxAssist and paid by direct debit

Employee monthly salaries as calculated by Tax Assist

Tax Assist for monthly payroll charges paid by direct debit

ICO paid by direct debit due for renewal Feb 2025

**Resolved:** pre-approved for payment when due

### Lengthsman Supplies

To consider agreement for payment with regard to the lengths man supplies at Lanlee and the purchase of annual plants for the planters.

Account set up at Lanlee who expect payment within 28 days - this is not possible at present therefore to set up account that can be accessed by the lengths man to buy supplies.

**Resolved:** Approved -Cllr Galway and clerk to agree payments prior to purchase. £100 to start

**Clerks hours** - monthly work exceeding the 5 hours per week as contracted. Approve additional hours (16 hours for March/April 2024) worked for overtime payment.

**Resolved:** 16 hours overtime agreed for payment

### Items for Payment in accordance with the Financial Regulations

Cheque	Payee	Description	Total	Budget
22296	R. Marsden	Purchase of trees (grant of £500 given by PBC to K&SPC for orchard)	500.00	None

Cheque	Payee	Description	Total	Budget
		Printer, paper binder	250.00	Consumables
Transfer	HMRC	April/May 2024		HMRC
Transfer	Tax assist	Payroll costs	27.60	Payroll charges
Transfer	Lengthsman	Payroll March/April 2024		Payroll
Transfer	Lengthsman	Payroll May/June 2024		Payroll
Transfer	Clerk	Payroll May/June 2024		Payroll
22297	R Marsden	Plants	195.00	Repairs/maintenance
22298	Kelbrook School	Grant	500.00	Grant
Transfer	Lanlee	Lengths man supplies	100.00	Repairs/maintenance
22293	Yorkshire Audit	Preparation of 2023/4 annual audit	465.00	Accountant
22295	Kelbrook and Sough Village Hall	Village hall hire	110.00	Village hall hire
22294	Atkinson Cleaning Services	Cleaning 6 bus shelters	144.00	Repairs/maintenance
		Replacement swing seat (awaiting quote)		Repairs/maintenance
Direct debit	Easyweb	Hosting website and email addresses	41.15	

## 19. Parish Clerk correspondence report

The Clerks correspondence report was circulated with the agenda.

- **Resignation** for Cllr Gary Slinger

Pendle Borough Council have been informed by Cllr Ashley. The vacancy will go out to public.

- **ICO Decision Notice and Notice of Appeal.**

<https://ico.org.uk/media/action-weve-taken/decision-notices/2024/4029325/ic-264121-x2h8.pdf>

Following the outcome from the Information Commissioners Office, the decision from the ICO to uphold the parish council refusal to release parish councillors email addresses due to vexatious request has gone to appeal.

## 20. Playground

Update on the playground discussed on 12th March 2024 Agenda item 11

- Awaiting 3 quotes.
- Clerk to chase Keith Higson for quote.
- Look into grant from WCAC for safety surfacing

## 21. Lengthsman

Update to the councillors on the lengthsman's duties

- painting has been completed
- working round the benches staining/painting and repairing the benches next couple of months
- Will put pictures on website highlighting what Simon has achieved.

- Will work on a plan of work covering the next few months.

## 22. Phone Box

Update on the progress of the phone box renovation

- Replacing the glass, rubbed down and glass replacing
- Received 3 quotes for the glass/fittings/pain. Glass not polycarbonate
- One under £1000 and others are over £1000.
- Cheapest is £888 + vat. Budget of £1000
- Will purchase paint but not under vat. 5 litres of paint is £15.

**Resolved:** approved for purchase £888 + vat added to payment schedule

## 23. Update from other meetings

### West Craven Area Committee meeting -

Retrospective planning permission at the garage. Lots of alterations to initial plan have now been approved on the condition that the high silver fencing currently up is taken down and replaced by low green fencing and green hedging replacing the green space that has gone

Cob Lane - started trying to sell the houses. Nothing new, draining and waste water schemes not approved yet but can sell the houses in the meantime.

Bring to arrange a meeting with Euravia about the fumes but nothing happened yet.

## 24. Date of the next meeting

The next meeting to be held will be the Kelbrook and Sough Annual Parish Meeting.

This is to be held on Thursday 16th May at 7:00. To be held at Kelbrook and Sough Village Hall in the main hall.

Meeting concluded 20:10