

Kelbrook and Sough Parish Council

Chairman: C Durance Clerk: Mrs Katie Jeffreys. C/o Kelbrook and Sough Village Hall, Dotcliffe Road, Kelbrook BB18 6TQ Email: clerk@kelbrookandsoughparishcouncil.org.uk Website: www.kelbrookandsoughparishcouncil.org.uk

Minutes of an extra ordinary meeting of KELBROOK AND SOUGH PARISH COUNCIL held on Wednesday 18th November 2020 at 6:30pm via a remote platform in line with the Coronavirus Act 2020.

1. Welcome

The Chairman welcomed all to the meeting at 6:30pm.

2. Attendance, Apologies and Non-Attendance

In Attendance: C Durance, G Wilson, P Maskell, K Jeffreys as Clerk.

Absent: R Carroll.

3. Declarations of Interest/s

Payment to K Jeffreys.

4. Public discussion

None.

5. Minutes

Council accept and approve as an accurate representation, the minutes of the previous meetings held on Wednesday 26th August and Wednesday 16th September 2020. (The meetings on the 7th October and 4th November were cancelled due to not being quorate) These will be signed by the Chairman.

Proposed GW

Seconded PM

Unanimous

6. Exclusion of the public and press

None present.

7. Update of ongoing issues from previous minutes

There have been instances of spam emails on the Council server, this has been discussed with the provider and will be monitored going forwards.

8. Police business

It was reported that there have been incidents involving households breaching Covid restrictions locally, with the police being involved and possibly fines issued.

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

None

10. Reports from meetings with other organisations

The neighbourhood plan working group has been in discussions with Pendle Borough Council in relation to employing an expert to assist with the development of the plan. A grant has been applied for to fund this.

11. Finance

Council approve the payment list, with amendments as follows:

- That the payment to Pendle Borough Council in relation to playground inspections is split between Earby Town Council and Kelbrook and Sough Parish Council as stated on the invoice.
- That contracted payments, for example staff salaries, PAYE due to HMRC and direct debits in relation to website hosting or payroll administration are approved by Council as pre-arranged when contracts were signed and issued.
- To note that the payment to Zurich Insurance brokers was approved via email circulation to ensure continuity of cover, this was in line with the Business Continuity Plan adopted to enable Council activities to continue during the pandemic.

Proposed GW

Seconded PM

Unanimous

12. Correspondence

None

The meeting closed at 6:59pm.

DATED: 19th November 2020

Clerk & RFO: K. Jeffreys

SIGNED:

Chairman: