**Kelbrook and Sough Parish Council**

Chairman: P Maskell

Clerk: D Parsons

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

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**Minutes of the meeting of Kelbrook and Sough Parish Council held on Tuesday 12th July 2022 at 7.00pm in the Annex, Kelbrook and Sough Village Hall**

1. **Welcome**

The Chairperson Cllr P Maskell welcomed all to the meeting.

1. **Attendance, Apologies and Non-Attendance**

In attendance: Councillors P Maskell (PM) C Durance (CD) G Wilson (GW) G Slinger (GS) E Katiff (EK) Miles Parris (MP) Julie Davies (JD)

Apologies: Andrew Burnett-Drummond (ABD)

1. **Declaration of Interest/s** – None
2. **Public**

A member of the public present asked if the Clerk was paid by the Parish Council and if training had been provided. It was confirmed that the Parish Clerk was a paid position and that training would be offered.

1. **Minutes**

The minutes of the previous meeting held on Tuesday 14th June 2022 were agreed and approved as a correct record of the meeting (Proposed PM, Seconded EK).

1. **Update On Ongoing Issues From Previous Minutes**
2. **Project Plan 2022** – no update
3. **Bus Shelters** – It was confirmed that the contract to maintain all the bus shelters is through Liberata apart from the one located outside the chip shop which is the responsibility of Pendle Borough Council The bus shelter at Sough was described as derelict and requires extensive work.

**Resolved: Information is required from Pendle Council for clarity; does the contract with Liberata include repairs and can the Council have sight of the service level agreement.**

1. **Flag Pole** – Clarity regarding action required; is the flag pole to be repaired or a contribution to be made for a replacement. **Resolved: Contact to be made with Revd Hugh Fielden, St Marys Church, options can then be considered.**
2. **Dog Bins** – Consideration to be made regarding size, access, positioning and requirement for a key to allow for opening. It was suggested that the waste bin by the Beck be moved for aesthetic and hygiene purposes.

**Resolved: Contact to be made with Area Committee to ensure that if the dog bins are replaced that they will be collected. Permission to be sought from Pendle Council prior to the bin by the Beck being moved.**

1. **Relationship with Pendle Borough Council** –

**Resolved: This to be put as an agenda item for the next Parish Council Meeting, include agreements with Pendle and the range of services.**

1. **Notice Boards –** It was confirmed that an order has been placed for 2 new notice boards. Keys will be held by PM, CD and DP.
2. **Update On Items Relating to Council Procedures**
3. **Access to Meetings** – It was concluded that the Parish Council controlling and distributing the filming of meetings would ensure accuracy and eliminate editing.

The public could be excluded at any part of the meeting if required.

**Resolved: There will be a trial recording on a mobile phone at the next Council meeting in September.**

**A policy to be created and considered prior to the filming of the meeting.**

1. **Website –** The website was considered and some inaccuracies were highlighted which

require amendment.

There is currently a contract for the ongoing maintenance of the Website. It was agreed that the Parish Council need to have access to make any changes.

It was decided that links would be a useful inclusion.

The Clerk will require administration rights.

**Resolved: Decisions to be made re any adjustments/additions.**

1. **Facebook –** This had been initially set up as a Group however it was decided that a Page would be more appropriate for the purposes of the Parish Council.

**Resolved: MP offered to assist DP with the construction of the Facebook Page.**

1. **Police Business - None**
2. **Planning**

Proposal: Change of use of general industrial/storage to indoor sports/fitness

Unit 11 Sough Bridge Mill

**Resolved: There were no concerns and therefore no objections were raised.**

1. **Update Of Issues From Any Other Meetings Attended**

**West Craven Area Committee**

1. Bins and Bus Stops discussed, these subjects have been covered and noted in item 6 b & d.
2. There was a request made for residents only parking on Waterloo Road, Kelbrook. Pendle Borough Council will initiate a referendum on the subject if this is agreed by the residents.
3. **Finance**

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| --- | --- | --- |
| **L Gatenby** | **Gardener** | **£235.00** |
| **Lengthsman** | **Litter Pickers** | **£253.40** |

The fee for the gardener was split with the Village Hall.

1. **Communication**

It was noted that the signage on the Kelbrook Roundabout is now in use**.**

**Resolved: LCC to be contacted to ascertain the current contract and to show an expression of interest for future use by the Parish Council.**

1. **Play Area –** There will be an inspection carried out in August.
2. **Lengthsman Report** – Reported all work carried out this month was on a voluntary basis.
3. **Volunteers –** It was reported that a small group of people have come together and

that there was some Parish Council representation. There has been some planting initiatives, and benches have been checked.

1. **Benches identified for painting** – There is a list of 11 benches that require painting/repairing/replacing.

**Resolved**: **The painting of the benches to continue.**

1. **Kelbrook Colours** – There was no decision made as to colours.

**Resolved: A decision to be made regarding the Kelbrook Colours, this to be as an agenda**

**Item for September Parish Council Meeting**

1. The Kelbrook and Sough Community Garden Project Proposal was presented by Sharon Ashley. This was a comprehensive proposal. There was consideration made within the proposal of the project setting up as a CIC.

**Resolved: Parish Council to notify if aware of any potential funding pots. Any feedback as to progress of the working party to be received and fed back through the Lengthsman Report at the next Parish Council Meeting.**

1. **Village Improvement Plan –** It was suggested that a Committee should be put in place to consider Sub Groups and a 5 year Village Improvement Plan. It was agreed that the residents of Sough should be encouraged to play an active part.

**Resolved: GW to arrange and Chair a meeting with interested parties.**

1. **Neighbourhood Plan** – Plan started in 2019 and has now been through the Examiners. The Examiner visited on 16th May and was complementary. They walked around the village and looked at areas of character. They were happy with policies however they require minor word change (environment). This will now go to the Pendle Council Resources Policy Committee and then to referendum to ask all residents if they wish this to be adopted. It was noted that the Cob Lane Development would have to take account of the Neighbourhood Plan. **Resolved: Debbie Richardson has lead and chaired the Plan and the Council expressed their gratitude for the amount of effort and work undertaken.**
2. **Correspondence -** LCC relaunch of Maps and related information online (MARIO): to link from our website.

LCC launch of third-party reporting app ‘Love Clean Streets’: to link from our website

LCC Public Rights of Way – Local delivery scheme 2022-23: to consider our involvement

Kelbrook & Sough Community Garden Project Proposal was presented to the Council. Does this fit with the Village Plan?

**Resolved: Consideration to be given as to the use of these links on the Parish Council Website.**

**Date and Time of Next Full Meeting**

The next meeting will be held on Tuesday 13th September 2022 in the Village Hall Annex at 7.00pm

Dated: 14th July 2022 Clerk: