**Kelbrook and Sough Parish Council**

Chair: Paul Maskell

Clerk: Dorothy 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 13th December 2022 at 7.00pm in the Annex, Kelbrook and Sough Village Hall**

1. **Welcome**

In the absence of the Chair and resignation of the Vice-Chair, Councillors present elected Cllr L Katiff to chair the meeting. The Acting Chair Cllr L Katiff welcomed all to the meeting.

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

In attendance: Councillors L Katiff (LK) G Wilson (GW) G Slinger (GS)

Apologies: P Maskell (MK) C Durance (CD) J Davies (JD) M Parris (MP)

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

The Filming Policy was made available to the public. The meeting was filmed and streamed live on Facebook by a member of the public.

Matters brought to the meeting:

Wall at the corner of Colne Road is in disrepair will stone falling away.

**Resolved:**

**Cllr GS to contact Pendle Council and Wolfenden’s and endeavour to see what actions can be put in place.**

Planter on land by the Willow Tree requires attention and possible removal.

**Resolved:**

**The planter requires checking and results brought to the next meeting.**

There are a number of ideas for usage of the telephone box on Colne Road, however it is unsure if the electricity has been disconnected.

**Resolved:**

**Cllr CD to confirm the status of the electricity.**

Japanese Knotweed to the rear of Pleasant View.

**Resolved:**

**Confirmation of ownership of the land and on any updates from previous investigations.**

Issues with land at the top of Dotcliffe Road in terms of planning, blockage of the stream, access, building work and intimidation.

**Resolved:**

**Confirmation from Cllr PM on any matter previously followed up.**

Issues of potholes on Waterloo Road causing damage to vehicles.

**Resolved:**

**Link to be put onto Parish Council Webpage to report issues to Pendle Council.**

No wheelchair access to the Church.

**Resolved:**

**Cllr GS to speak to the Revd Hugh Fielden at St Mary Kelbrook.**

It was brought to the attention of the Council by some residents present that the poppies displayed in the village for Remembrance Sunday were removed too soon and it was suggested that this was disrespectful.

**Resolved:**

**The poppies to remain in place for a further week following remembrance Sunday.**

**Proposed Cllr GW seconded Cllr LK, approved.**

1. **Minutes**

The minutes of the previous meeting held on Tuesday 8th November 2022 were agreed and approved as a correct record of the meeting (Proposed Cllr GW, Seconded Cllr LK).

1. **Update On Ongoing Issues from Previous Minutes**
2. **Bus Shelters**

**Resolved:**

**The work to bus shelter has now been completed.**

1. **Asset Register**

**Resolved:**

**Assset Register policy to be agreed and then the asset register can be restated.**

**Dog Bins – Relocation**

**Resolved:**

**Discussions to continue with Pendle Council re bins.**

1. **Relationship with Pendle Council**

No further update

**Resolved:**

**Cllr GW to seek information and clarity from Pendle Council.**

1. **Notice Boards**

No update

**Resolved:**

**Cllr CD to provide update.**

1. **Scroll for Mr Ted Fort**

Cllr JD presented the scroll on behalf of the Parish Council.

**Resolved:**

**Means of advertising such events and to showcase the outcome. Look at re-instating the News tab on the Parish Council website.**

1. **Benches**

Some benches are still in disrepair and require attention.

**Resolved:**

**Benches to be assessed and local contractor to be sought to carry out repair work or if necessary to dismantle.**

1. **Method of reporting issues pertaining to Assets**

Following asset policy being approved and asset register being restated a means of reporting issues can be considered.

1. **Disclaimer to protect the Parish Council**

Cllr GW has created wording for a disclaimer to protect the Parish Council from any typye of work undertaken on its assets. Asset policy to be approved and following asset register being restated the disclaimer to be considered and when approved will be displayed on the Parish Council webpage.

1. **Insurance Policy**

**Resolved:**

**Detail of level and detail of cover within the Insurance policy to be considered.**

1. **Risk assessment and competence check for work undertaken on assets**

**Resolved:**

**This will be considered following restated asset register.**

1. **Update on items relating to Council Business**
2. **Facebook**

**Resolved:**

**Cllr PM to look at setting up a Group on Facebook. Feedback to be provided at the next Parish Council meeting.**

1. **Website**

A meeting was held to look at the items displayed on the website and modifications were made according to the outcomes.

**Resolved:**

**Further consideration is now required in terms of displaying events and Parish Council notices and requirements.**

1. **King’s Coronation**

**Resolved:**

**This to be considered at the next Parish Council meeting.**

1. **Policies and Procedures**

The following policies; Code of Conduct, Financial Regulations, Standing Orders, Asset Register have been considered and amended and have been circulated to the Parish Councillors. Due to lack of attendance of Councillors at the meeting it was agreed that the decision to approve would be postponed until the next meeting.

Complaints and Social Media Policies were to be considered and discussed at the meeting with the aim of approving. These policies were not discussed.

**Resolved:**

Due to lack of attendance of Councillors at the meeting it was agreed that the decision to approve the policies which have been considered and amended would be postponed until the next meeting.

Complaints and Social Media Policies to be considered prior to the next meeting.

1. **Police Business**

None to report.

1. **Planning**
2. **Enforcing moving traffic offences consultation LCC**

**Resolved:**

**This to be revisited and brought back to the next meeting.**

1. **Land off Cob Lane and Old Stone Trough**

No updates

**Resolved:**

**Any updates to be brought to the next meeting.**

1. Proposed planning application number 22/0822/HHO – Craven Game Farm, Harden Road, Kelbrook. Single storey rear extension and convert part of garage to games room.

**Resolved:**

**No objections were made with regard this application.**

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

**West Craven Area Committee**

No feedback from this meeting.

1. **Finance**
2. **Accounts Report**

£38,730,42 as @ 30/11/22

1. **Banking Procedures**

The Parish Council is still looking for banking procedures to enable internet banking.

**Resolved:**

**Clerk is to look into banking options.**

1. **VAT return 2021-2022**

**Resolved:**

**Clerk to hold a meeting with the Parish Clerk at Earby 21.12.2022 to determine the methods for recovering VAT.**

1. **Budget**

**Resolved:**

**Budget to be considered at the Extraordinary General Meeting on 10th January 2022.**

1. **Asset Register Policy**

**Resolved:**

**Asset Register Policy to sit with Policies and Procedures. This new policy to be approved at the next meeting.**

1. **Scribe Accountancy Services**

It was previously explained that Scribe Accounts package had been used by the previous Clerk however following vacating this post the system had ceased to be utilised.

**Resolved:**

**Clerk to undertake an assessment of the current accounting system and then will view the Scribe package through a Teams meeting.**

1. **Clerk’s contract of employment and hours**

**The contract of employment and hours of the Clerk have previously been discussed.**

**Resolved:**

**The Contract of Employment for the Clerk to be circulated for approval at the next meeting.**

**12 contracted hours to be recommended and approval sought at the next meeting.**

1. **Play Area**

No update

1. **Village Improvement Plan**

**Resolved:**

**Cllr GW will commence arrangements of meetings in January 2022.**

1. **Communication**

No communication received.

**Date and Time of Next Full Meeting**

An Extraordinary meeting will be held to consider the budget for 2023 on Tuesday 10th January 2023 in the Village Hall Annexe at 7pm.

The next meeting will be held on Tuesday 17th January 2023 in the Village Hall Annex at 7.00pm

Dated: 18th December 2022 Clerk: