**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 17th January 2023 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), G Wilson (GW), J Davies (JD), G Slinger (GS), L Katiff (LK)

Apologies: C Durance (CD)

The Chair informed the Council that Cllr C Durance had submitted her resignation.

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

The Public Participation Policy was presented for approval.

(Proposed Cllr LK Seconded Cllr JD Approved)

1. **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.

1. **Minutes**

The minutes of the previous meeting held on Tuesday 13th December 2022 were agreed and approved as a correct record of the meeting (Proposed Cllr GW, Seconded Cllr LK Approved).

1. **Update On Ongoing Issues from Previous Minutes**
2. **Remembrance Poppies**

Cllr PM reiterated the content of the minutes from October 2022 with regard to this subject and confirmed that the Council had agreed that the poppies would be taken down at the earliest convenience following Remembrance Sunday. Cllr PM highlighted that there is no guidance or rules regarding the timescales involved for the removal of poppies.

Cllr PM stated that the removal of the poppies the day following Remembrance Sunday was carried out as agreed and the comments made at the previous meeting that their removal was disrespectful was unacceptable.

It was confirmed poppies placed in a planter near the beck were removed and given back to the owner. Other poppies placed around the village by residents were not removed by any member of the Council.

**Resolved:**

**The Parish Council to explore, in the future, the option of sponsorship of poppies.**

1. **Filming of Council Meetings**

It was confirmed that Parish Council meetings can be filmed in accordance with the law, however this has to adhere to the Council’s Filming Policy which is made available at each meeting.

 The Council has no say on how this is distributed or publicised.

1. **Relationship with Pendle Council**

Cllr GW has spoken to Tina Pickles in the Legal Department and asked for all agreements that pertain to the Parish Council.

**Resolved:**

**Cllr GW to feedback when a response is received.**

1. **Notice Boards**

It was noted that the minutes of July 2022 recorded that 2 new Notice Boards had been ordered.

**Resolved:**

**Clerk to seek clarity from C Durance.**

1. **Benches**

The bench located at Sough is still in need of repair as are 2 of the picnic benches.

**Resolved:**

**Cllr JD to source a price for repair of the bench at Sough.**

**Cllr GS to source a price for repair of the composite picnic benches.**

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

**Resolved:**

**A notice to be placed on the Home page of the website directing the reporting of any issues pertaining to assets to the Clerk.**

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

It wasstated that any volunteers undertaking remedial work on any assets would have to be named for insurance purposes. The scope of work would have to be detailed and to ensure competency training would have to be provided.

**Resolved:**

**Budget to be considered to take account of contractors being utilised to undertake repairs.**

1. **Wall at the corner of Colne Road in disrepair**

Cllr GS has contacted Wolfendens and they deem their boundary to be the metal fence which sits behind the wall.

**Resolved:**

**Clerk to contact Highways for clarity on ownership.**

1. **Planter located by the Willow Tree in need of repair**

**Resolved:**

**Cllr GS to source a price for the repair.**

1. **Telephone Box on Colne Road**

**Resolved:**

**Clerk to make enquiries with C Durance as to the status of electricity in the phone box.**

1. **Japanese Knotweed to the rear of Pleasant View**

**Resolved:**

**Pendle Environment Department confirm that it is not Japanese Knotweed to the land at the rear of Pleasant View. This has previously been removed however if any is noted this should be reported to the Environment Department.**

1. **Disability Access to the Church**

**Resolved:**

**Rev Hugh Fielden has spoken to the Church Committee and is meeting further with Cllr GS to update.**

**Further consideration for funds to repair the Church Clock will be presented on the agenda for the Parish Council meeting to be held on 21st February 2023.**

1. **Kings Coronation**

**Resolved:**

**Awaiting guidance and protocols therefore this item will be placed on forthcoming agendas when options can be considered.**

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

**Resolved:**

**i)** **Council Bulletins to be placed on News tab and removed appropriately, Planning Applications**

 **to be presented within the News Tab.**

**ii) Links for reporting matters to be placed on Website.**

**iii)** **Accounts to be placed on Website.**

**iv) Cllr GS to word disclaimer for work carried out on Assets, when approved this to be presented**

 **on Website.**

1. **Rights of Way Update**

 The Sign showing the Right of Way through the Church Yard and to Brook Farm is out and

 leaning against the wall.

 A gate which is located beyond Lancashire Gill towards Foulridge on the right hand side needs

 replacing.

 **Resolved:**

 **The above have been reported to Tom Partridge from Pendle Council.**

1. **ICO**

 As the Parish Council holds personal information registering with ICO is essential.

 **Resolved:**

 **Clerk to contact ICO and arrange registration.**

1. **Parish Council Email Addresses**

**Resolved:**

**An agreement for the use of personal email addresses to be created by Cllr PM and the Clerk. This will be forwarded to Cllr GS for completion.**

**e) Facebook**

 No update

**9. Policies and Procedures**

**Resolved:**

**Clerk to produce a schedule for all Policies and Procedures.**

1. **Police Business**

None to report.

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

**Resolved:**

**This to be removed as no further action can be taken.**

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

No updates

1. **Update of Issues from any other meetings attended**

None to report.

1. **Finance**
2. **Expenditure and reconciled accounts**

Accounts were presented at the Extra Ordinary meeting on 10th January 2022, no further updates.

|  |  |  |
| --- | --- | --- |
| GW Rhodes Ltd | Work on Bus Shelter | £280.00 |

(Proposed: Cllr GW Seconded Cllr JD Approved)

1. **Banking Procedures**

**Resolved:**

**A bank that can provide internet banking still to be sourced.**

1. **VAT return 2021-2021**

**Resolved:**

**Clerk to contact Audit Yorkshire for details of 2021-22 accounts, VAT return to then be submitted.**

1. **Clerks Contract of Employment/Hours/Salary**

Clerks Contract of Employment presented.

**Resolved:**

**Contract of Employment to include: Band 35 LC3, 12 hours per month which equates to £246.84/month. Payroll to be undertaken by JJL Accountants Ltd at an agreed rate of £35/month with an initial set up cost of £75. Clerk’s salary to be paid from June 2022 – December 2022 = £1481.04.**

**(Proposed: Cllr JD Seconded Cllr GW Approved)**

1. **Level and detail of liabilities on Insurance Policy**

**Resolved:**

**This to be further considered and a breakdown to be reported.**

1. **Budget and Precept
(Proposed: Cllr GW Seconded: Cllr JD Approved )**
2. **Audit Report**

**Resolved:**

**A summary of recommendations to be recorded.**

1. **Play Area**

**Resolved:**

**Cllr LK to look at areas requiring attention and detail.**

**A flyer to be displayed on the Notice Board to determine interest in a “Friends of Kelbrook and Sough Play Area”.**

1. **Village Improvement Plan**

 **Resolved:**

 **Cllr GW is working on a strategy.**

1. **Communication**

 None to report

**Date and Time of Next Full Meeting**

The next meeting will be held on Tuesday 21st February 2023 in the Village Hall Annex at 7.00pm

Dated: 23rd January 2023 Clerk: