**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 21st February 2023 at 7.00pm in the Annex, Kelbrook and Sough Village Hall**

1. **Welcome**

In the absence of the Chair and without a Vice-Chair, Councillors present elected Cllr G Wilson to chair the meeting. The Acting Chair Cllr G Wilson welcomed all to the meeting.

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

In attendance: Councillors G Wilson (GW), J Davies (JD), L Katiff (LK)

Apologies: Councillors P Maskell (PM), G Slinger (GS), 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.

 It was brough to the attention of the Council that:

1. 9 Post Boxes, as assets of the Parish Council, would require including in the Asset Register.
2. A bench at Millbeck Lane is a Memorial Bench, owned by a resident, and therefore requires removing from the Asset Register.

It was confirmed that:

1. The Asset Register would be posted on the website.
2. A Councillor is required to send their apologies should they not be able to attend a meeting in person. The requirement to attend a meeting within a 6 month consecutive period can be waived should the reason for not attending be viable.

Following the meeting, Cllr Wilson investigated the matter of missed meetings with Pendle BC Democracy Department.

He was informed that non-attendance of 6 consecutive meetings, no matter the reason, entitles the Parish Council to vote for that councillor's removal from the Parish Council.

1. Following a question regarding how questions should be put to the Council, it was confirmed that questions relating to agenda items should be directed to the Clerk no later than 24 hours prior to the meeting.

It was noted that the Public Participation Policy will be presented on the Website for reference.

1. **Minutes**

The minutes of the previous meeting held on Tuesday 17th January 2023 were agreed and approved as a correct record of the meeting (Proposed Cllr JD, Seconded Cllr GW Approved).

1. **Policies and Procedures**

It was noted that the Public Participation Policy was approved at the meeting on 17th January 2023.

**Resolved:**

**The following Policies and Procedures were Approved:**

**Code of Conduct**

**Email Address**

**Data Protection**

**Filming**

**Grants and Donations**

**Publication Scheme**

**Standing Orders (changes 2 (k) 10 minutes 2 (cc) 3 hours)**

**Unacceptable Behaviours**

**Complaints**

**Social Media**

**Equal Opportunities**

**Vexatious Complaints**

1. **Update on Items relating to Council Procedures**
2. **Facebook**

It was put forward that Facebook for the Parish Council should be public and as such should be set up as a Page rather than a Group.

**Resolved:**

**As Cllr PM has been working on constructing a Facebook facility, and given that Cllr PM was absent, this item to be carried forward to the next meeting taking account of the statement above.**

 **.**

1. **Website**
2. **Bulletins**

These are now placed on Parish Council Webpage under the News Tab.

1. **Links to Reporting Issues to LCC**

A tab is now on the Parish Council Webpage directing to LCC reporting.

1. **Link for presenting Accounts**

**Resolved:**

**A tab to be put in the Finance Section to present accounts on the Parish Council Webpage. Commencing at the next Financial Year expenditure against budget will be detailed and presented within the Accounts Tab.**

1. **Word Disclaimer for work on Assets**

**Resolved:**

**Cllr GS was to look at this, due to his absence this topic to be included in the agenda for the meeting on 14th March.**

1. **Rights of Way**

**Resolved:**

**The post just before the Church Yard will be put back shortly.**

**A gate located beyond Lancashire Gill has been replaced.**

**A damaged post near the Shooting Lodge has been reported and repaired.**

**Cllr GW mentioned that the Definitive Plan comes to an end around 2025, this will then mean that if Rights of Way are not on a Definitive Plan they will be deemed not to exist.**

**Cllr JD to look into this further.**

1. **Parish Council Email Addresses**

It was advised that all Parish Councillors have active email addresses for sending/receiving email communication.

1. **Police Business**

None to report

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

**Cob Lane**

It was explained that an Environmental Survey carried out for the 1st application is what the Inspector has relied on.

This detailed a 5m buffer zone on either side of the watercourse for purposes of wildlife.

Should there be no buffer zone available then there must be a bat activity survey carried out. This survey was carried out inappropriately given that it was undertaken in daylight.

Dr Debbie Richardson and Audrey Wilson were attending the Development Management Committee in Nelson to put this point forward.

**Resolved:**

**Any updates will be provided at the next meeting.**

**Proposed planning application number 23/0012/FULFull**

Change of use from agricultural to equine use (Sui Generis) and the creation of an outdoor riding arena (20m x 30m) for private use.

AT: Tunstead Farm, Colne Road, Kelbrook

**Resolved:**

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

1. **West Craven Committee**

**Resolved:**

**As Cllr PM was not present at this meeting any updates will be provided at the next meeting.**

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

Reconciled Accounts were presented to the Council.

 **Resolved:**

 **Clerk to ask Easyweb for a breakdown of monthly plan.**

 **Cllr LK to source alternative website providers.**

|  |  |  |
| --- | --- | --- |
| **ICO** | **GDPR Registration** | **£40.00** |

**Resolved:**

**Payment approved.**

1. **VAT 2021-2022**

To register for VAT reimbursement a copy bank statement has to be provided and must show the same address as that to be registered with Customs & Excise.

Due to the resignation of Cllr C Durance we no longer have the facility to utilise the Village Hall for a postal address.

**Resolved:**

**Cllr GW to enquire with the Village Hall the possibility of the Parish Council having their own Post Box.**

**If this is not possible the correspondence address for Banking communications and Customs & Excise will be that of the Clerk.**

1. **Banking Signatory**

**Resolved:**

**Christine Durance to be removed as signatory on the bank account.**

1. **Asset Register**

There are smaller items which have yet to be included in the Asset Register.

**Resolved:**

**Clerk to itemise the items and include in the Asset Register.**

1. **Audit Report**

**Resolved:**

**The recommendations from the Audit Report were considered and the following to be acted upon moving forward**

1. **A stamp to be purchased to provide a systematic approach to information detailed on invoices.**
2. **Financial Regulations to be reviewed annually in May.**
3. **Cheque book stub to be signed.**
4. **VAT to be reclaimed for 2021-22.**
5. **Annual risk assessments to be prepared each May.**
6. **Council to carry out an annual review of the effectiveness of its internal control systems.**
7. **Budget to demonstrate calculations for expected income and expenditure.**
8. **Amount of Precept to be recorded in minutes.**
9. **Spend against budget to be made available to Council once each quarter.**
10. **Improvements to be made to Asset Register.**
11. **Bank reconciliations to be presented monthly and signed by Chair.**
12. **Internal Audit Yorkshire**

 Internal Audit Yorkshire have offered to undertake the internal audit for year 2022/23

 at a charge of £375.00.

 **Resolved:**

 **It was agreed that this offer should be accepted. Clerk to notify Internal Audit Yorkshire.**

1. **Play Area**

Cllr LK inspected the Play Area and reported that there is a need to repaint metal structures and that some areas required jet washing.

Cllr LK has received a quotation for jet washing the play area, this would include 4 benches and a tree stump also to include all bus shelters, including the stone bus shelter and the wooden bridge which runs across the Beck. Price received £1,550 + VAT.

Cllr LK also received a quotation for the painting of metal structures in the Play Area and would also include the painting of 2 bus stops, joists in the stone bus shelter and the miles distance marker which is located just after Sough Park. Price quoted £4,550.

Options around maintenance work were discussed. This included:

1. A role for an employee
2. A role for someone self employed
3. A constituted group who would seek funds to purchase equipment required. The Parish Council could be a source of funding for such equipment. The Group would undertake maintenance work on a voluntary basis.

It was noted that when in place, the VIP would take account of maintenance.

**Resolved:**

**To establish the viability of each option, detailed plans would be required.**

1. **Village Improvement Plan**

Cllr GW indicated that the VIP would proceed in May when hopefully there would be a larger audience.

**Resolved:**

**This item to be reinstated on the Agenda from May onwards.**

1. **Communication**

None to report.

1. **Update On Outstanding Issues**

A verbal update on any matters from the previous minutes.

1. **Relationship with Pendle Council**

**Resolved:**

**Clerk to write to Pendle Council, for the attention of Tina Pickles and request copies of all agreements to include Sough Park.**

1. **Notice Boards**

It was advised that no Notice Boards have been ordered.

**Resolved:**

**Cllr LK to source prices for wooden Notice Boards.**

**Cllrs JD and GW will enquire with Joiners to fix the Notice Boards when purchased.**

1. **Benches**

It was reported that the Bench located at Sough had been dismantled and the metal frame stolen. This matter has been reported to the Police.

**Resolved:**

**Picnic benches to be located at Sough and on the Play Area.**

**Cllr GS to report at the next meeting on quotation to repair the composite benches.**

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

**Resolved:**

**Clerk to put a full list of Assets on Website and a request that all matters to be reported should be directed to the Clerk.**

1. **Risk Assessment and Competency Check for work undertaken on Assets**

**Resolved:**

**This to continue to be considered however will depend upon how maintenance work will be undertaken.**

1. **Damage Wall at the Corner of Colne Road and Church Lane**

This matter has been reported to LCC

**Resolved:**

**Clerk to chase this with LCC as no update has been provided.**

1. **Planter located near Willow Tree**

**Resolved:**

**As Cllr GS was not present at the meeting, an update to be provided at the next meeting.**

1. **Telephone Box on Colne Road**

It was reported that communication had previously been sent to BT in July 22, it was advised that the electricity would be disconnected however this could take up to 16 weeks. No further communication had been received or confirmation that this work had been carried out.

Clerk has sent an email to BT to ask for an update however to date no response has been received.

**Resolved:**

**Clerk to send a further email and if no response an alternative form of contact to be sourced.**

1. **Church Clock**

The Church have returned the cheque which gave a donation stating that they could not have the work undertaken without full funds being given.

**Resolved:**

**It was decided that should the Council give funds towards the Church Clock then this should be for the lighting of all 4 sides, as this, being the centre piece of the Village, is a valuable representation.**

**Clerk to contact Rev Hugh Fielding to put this proposal forward.**

1. **Kings Coronation**

Options were discussed on how to celebrate this event. Those put forward were:

1. Hold an event in the Village Hall similar to that for the Jubilee, this would provide provision for up to 150 people.
2. Hold an event at Sough Park which would accommodate the communities of Kelbrook and Sough, facilitating up to 1,000 people.

**Resolved:**

**Cllr GW to enquire with Pendle Council re the use of Sough Park**

**Cllr LK to obtain quotations for Marquees**

**Date and Time of Next Full Meeting**

The next meeting will be held on Tuesday 14th March 2023 in the Village Hall Annex at 7.00pm

Dated: 23rd January 2023 Clerk: