**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 8th November 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) G Wilson (GW) J Davies (JD) E Katiff (EK)

Apologies: Councillors G Slinger (GS) C Durance (CD)

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.

1. **Minutes**

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

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

Poppies have been attached on lampposts around Kelbrook and Sough.

**Resolved:**

**PM to lay the wreath at the cenotaph.**

**Agreed cost of wreath £27.50.**

**Cllrs PM and GW to remove the poppies on Monday 14th November 2022 or at earliest convenience thereafter in accordance with established tradition.**

1. **Christmas Arrangements**

Contractor agreed to check the Christmas lights and for these to be turned on Thursday 1st December 2022 and turned off no later than 6th January 2023.

**Resolved:**

**Clerk to confirm the lights in Sough will also be checked, turned on and off.**

1. **Bus Shelters**

Cllr GW has sought a number of quotations for replacing the glass however only 1 contractor provided a fixed price. The price quoted for supply and fix of the glass is £280 inclusive of VAT.

**Resolved:**

**Cllr EK to obtain a second quote.**

**Agreed in principle with the current quotation however if a second quotation can be obtained and is cheaper the work can go ahead accordingly.**

1. **Asset Register**

**Resolved:**

**The Asset Register held by the Parish Council to be handed to the Clerk.**

1. **Dog Bins – Relocation**

**Resolved:**

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

1. **Relationship with Pendle Council**

Communication has been received from Gemma Wells, Financial Services Manager, to the request from Cllr GW.

A letter advises that items for recharging to the Parish Council are:

Grounds maintenance at Sough Park

Annual Playground inspections x 7

**Resolved:**

**Gemma Wells was asked to assist in identifying contracts with Pendle Council, the Parish Council to be notified of updates when received.**

1. **Notice Boards**

No update

**Resolved:**

**Cllr CD to provide update.**

1. **Scroll for Mr Ted Fort**

The scroll has been ordered and is hoping to be received by Friday 11th November 2022.

**Resolved:**

**Cllr JD to invite a representative from Fort Vale Engineering to attend and accept the scroll at the celebration to be held at St Mary’s Church on 12th November 2022.**

1. **Benches**

Still awaiting contact to be made with contractor for repair of bench.

**Resolved:**

**Update required from Cllr CD as to contact with contractor. Cllr JD has offered to make contact with contractor should this be required. Clerk to facilitate this intervention.**

**Picnic benches to be positioned on land between the end of Kelbrook and the Sough Bridge.**

**Cllr GW to dismantle as much as possible of the broken bench on the above mentioned site to make this unusable due to risk factors.**

**Cllr GW has created wording for a disclaimer to protect the Parish Council from any type of work undertaken on its assets. The disclaimer to be included on the Parish Council webpage.**

**Clerk to have sight of Insurance policy and to check level and details of liabilities.**

**As a duty under Health & Safety any work undertaken on assets will require a risk assessment and competence check.**

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

**Resolved:**

**Clerk to enable Cllr PM to be made Administrator on the Parish Council Facebook page.**

1. **Website**

**Resolved:**

**Meeting to be arranged to consider the layout and items to display on the webpage.**

**These to include:**

**Assets and how to report any issues**

**Insurance Liability**

**Disclaimer for any work undertaken on assets**

**There was agreement to hire the Village Hall for 2 hours for the purpose of the meeting.**

1. **Membership of LALC and SLCC**

Cllrs have been provided with the login details for the LALC website.

Cllr JD undertook Mario training and advised that this was very beneficial.

1. **Parish Council Email Addresses**

It was agreed that only Parish Council email addresses should be used for Council business.

**Resolved:**

**Clerk will advise Cllrs not utilising the Parish Council email addresses of the agreed action and support with any steps to ensure the email addresses are activated.**

1. **Policies and Procedures**

The Local Government Association Model Councillor Code of Conduct 2020 was considered.

The Financial Regulations Policy was considered and it was agreed that amendments were required.

**Resolved:**

**Clerk to adapt the Model Code of Conduct to meet the requirements of the Kelbrook and Sough Parish Council, this to then be forwarded to all Cllrs for approval. This policy will be adopted at the next meeting.**

**Clerk and Cllr GW to revisit the Financial Regulations Policy, make amendments and send to all Cllrs for approval. This policy will be adopted at the next meeting.**

**Clerk and Cllr GW to revisit the model Standing Orders, make amendments and send to all Cllrs for approval. This policy will be adopted at the next meeting.**

**Complaints and Social Media Policies to be considered by Cllrs prior to the next meeting. If approved these will be adopted.**

1. **Police Business**

None to report.

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

**Resolved:**

**Currently no access to the relevant webpage. Attempts to continue to retrieve any relevant information.**

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

Concerns have been raised regarding the quality of the build. Planning in principle agreed for 9 dwellings not the proposed 10 dwellings. Currently no pink notices have been displayed.

**Resolved:**

**Update to be provided following being called to Area Committee**

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

 **West Craven Area Committee**

Application forResidents Parking survey on Waterloo Road has been rejected by Lancashire County Council as it did not meet the minimum criteria for such a scheme.

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

£38,922.78 – Bank Balance @ 31/10/2022

Savings account has been cancelled and the funds transferred to the one current account.

1. **Banking Procedures**

Address on the bank account has now been changed, all future correspondence will be sent to the Village Hall.

**Resolved:**

**Cllr’s PM and GW will communicate with the bank to allow the Clerk authorisation to discuss matters pertaining to banking matters.**

**Online banking to be discussed with the bank to allow financial transactions to be more efficient.**

**VAT return 2021-2022**

**Resolved:**

**Clerk to contact the Parish Clerk at Earby to determine the methods for recovering VAT.**

1. **Budget**

**Resolved:**

**Budget to be considered prior to precept being set.**

1. **Statement by Accountant**

**Resolved:**

**The Accountant has confirmed that there are no significant variations and is therefore ready to sign off the accounts.**

1. **Asset Register Policy**

**Resolved:**

**Asset Register Policy to sit with Policies and Procedures. This new policy to be circulated by Cllr CD in anticipation of approval at the next meeting.**

1. **Scribe Accountancy Services**

It was 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:**

**Following the Clerk being in receipt of the Parish Council Accounts and considering the systems currently in place a Zoom meeting with be held with Scribe Accountancy and the extent of the Accounts package will be explained. It was proposed in principle to reinstate Scribe should this fulfil requirements.**

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

**The contract of employment and hours of the Clerk were discussed.**

**Resolved:**

**The Contract of Employment for the Clerk requires content to be authorised.**

**Details of tasks and hours undertaken to date by the Clerk to be circulated to all Cllrs.**

**Confirmed that the Clerk will be contracted for 15 hours per month.**

1. **Play Area**

Swings on the play area have now been replaced.

**Resolved:**

**Agreed invoice of £76.20 for the playground inspection.**

1. **Village Improvement Plan**

**Resolved:**

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

1. **Communication**

The Neighbourhood Plan has now been approved and adopted. Appreciation was offered to Debbie Richardson and the Committee for their time, commitment and hard work in producing the Neighbourhood Plan.

**Date and Time of Next Full Meeting**

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

Dated: 10th November 2022 Clerk: