**Kelbrook and Sough Parish Council**

Chairman: Sharon Ashley

Clerk: Christine Elley

Email: kelbrookandsoughclerk@gmail.com

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

**SUMMONS to a meeting of Kelbrook and Sough Parish Council to be held on Tuesday 13th of June at 7.00pm in the Annex, Kelbrook and Sough Village Hall.**

Members of the Public are welcome to attend this meeting. The Parish Council’s Filming Policy will be made available.

You are summoned to attend a meeting of the Parish Council, on the above date and time. If you are unable to attend, it is important that your apologies and reason is passed to the Chair prior to the meeting.

**AGENDA**

**1. Welcome**

The Chairperson Cllr. Ashley welcomes all to the meeting.

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

To record, accept or otherwise, attendance, apologies for absence and non-attendance.

**3. Declarations of Interest/s**

Members are reminded of the legal requirements concerning the declaration of interests:

A Member must declare a disclosable pecuniary interest which he/she has in any item on the agenda. A Member with a disclosable pecuniary interest in any item may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, it is suggested that a Member with a disclosable pecuniary interest leave the room where the meeting is held while any discussion or voting takes place.

**4. Public**

Members of the public present to be offered the opportunity to address council on any relevant subject not already on the agenda. Maximum time allotted 10 minutes.

Any questions/comments for Council for items on the agenda to be sent via post/email to the clerk 24 hours before the meeting.

**5. Minutes**

To accept and approve the minutes of the AGM held on 16th May 2023

**6. Arrangements for replacing the Clerk**

**7. Vacancies on the Parish Council**

**8. Police Business**

To report on any issues of concern and forward anything of importance to the local police team

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

**10. Update of issues from any other meetings attended**

West Craven Committee

**12. Finance**

* Internal Audit
* Reserves – budget plan
* Precept – budget statement
* Banking Update
* Risk Assessment

**13. Assets**

* Notice Boards – replacements
* Coronation Benches
* Benches
* Planters
* Bus Stops
* Maintenance and Improvement Plan

**14. Road Safety**

Updates

**15 .Website/Facebbok**

**16. .Communication**

To receive any communications not dealt with in other agenda items

**Date & Time of next full meetings to be agreed.**