**Kelbrook and Sough Parish Council**

Chair: Paul Maskell

Clerk: Dorothy Parsons

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**SUMMONS to a meeting of Kelbrook and Sough Parish Council to be held on Tuesday 17th January 2023 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 Chair Cllr. Maskell 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. Approval of Public Participation Policy**

Councillors are asked to consider and approve the Public Participation Policy.

**5. 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 for Council on matters on the Agenda to be sent via post/email to the clerk a 24 hours before the meeting.

**6. Minutes**

To accept and approve the minutes of the previous meeting held on Tuesday 13 December 2022.

**7. Update on ongoing issues from previous meetings**

A verbal update on any matters from the previous meetings:

1. Remembrance Poppies – Cllr PM.
2. Filming of Council meetings – Cllr PM.
3. Relationship with Pendle Council – Update Cllr GW.
4. Notice Boards.
5. Benches – Repair update and positioning.
6. Method of reporting issues pertaining to assets.
7. Risk assessment and competence check for work undertaken on assets.
8. Update from Cllr GS from contact with Pendle Council and Wolfenden’s for possible action re wall at corner of Colne Road which is in disrepair.
9. Update from check of planter on land by the Willow Tree.
10. Update, if available, on status of electricity in telephone box on Colne Road**.**
11. Update from previous investigation re Japanese Knotweed to the rear of Pleasant View.
12. Feedback from Cllr GS from contact with Revd Hugh Fielden, St Mary Kelbrook regarding disability access to

the church.

**8. Update on items relating to Council procedures**

1. Website:
   1. News Tab to publicise events
   2. Link to report issues to Pendle Council
   3. Disclaimer to protect the Parish Council on work undertaken on its assets
2. Right of Way updates
3. ICO
4. Parish Council Email addresses
5. Facebook

**9**. **Policies and Procedures**

1. Standing Orders
2. Code of Conduct

c) Grants and Donations Policy

d) Complaints

e) Social Media

f) Audit report

**10. Police business**

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

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

a) Enforcing moving traffic offences consultation LCC (previously no access the relevant webpage)

b) Land off Cob Lane and Old Stone Trough – update

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

West Craven Committee

**13. Finance**

1. Expenditure and reconciled accounts

|  |  |  |
| --- | --- | --- |
| G W Rhodes Ltd | Work on bus shelter | £280.00 |

b) Banking procedures – update

c) VAT return 2021 -2022

d) Clerk’s contract of employment/hours/salary

1. Level and details of liabilities on Insurance Policy
2. Budget and Precept - approval

**14. Play Area**

1. Update
2. Friends of Kelbrook and Sough Playground

**15. Village Improvement Plan**

Update

**16. Communication**

To receive any communications not dealt with in other agenda items

**Date & Time of next full meeting**

The next meeting will be held on Wednesday 15th February 2023 in the Village Hall Annex at 7.00pm.

DATED Clerk: