

Chairman: Sharon Ashley
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Kelbrook and Sough Parish Council **Minutes 10th October 2023**

1. Welcome

The Chairperson Cllr. Ashley welcomes all to the meeting

2. Attendance, Apologies and non-attendance

Present: Chairman Ashley, Cllrs. Elley, Ellis
Apologies: Cllrs Katiff, Galway, Slinger, Mayers

3. Declarations of Interest

Members are reminded of the legal requirements concerning the declaration of interests. Member must declare a disclosable pecuniary interest 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 and discussion or voting takes place.

None Declared

4. Public forum

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 clerk@kelbrookandsoughparishcouncil.org.uk 24 hours before the meeting

5. Minutes

To approve minutes from the meeting held on 12th September 2023

Resolved: approved as a true record

6. To examine and approve

- **bank statement** - awaiting up to date bank statement
- **periodic bank account reconciliation** - has been approved and signed by Cllr as a true record,
- **budget monitoring report** - clerk has been dealing with multiple FOI requests this has taken her away from her usual duties. Defer to next meeting
- **Overtime payments for multiple FOI requests** - around 28 hours been accrued by clerk for overtime relating to FOI requests since the last meeting. This hours are in addition to the 5 hours per week allocated for work. Clerk and Chair to finalise overtime payments for next meeting.

7. To approve and authorise payment of the following invoices

<u>DATE</u>	<u>PAYEE</u>	<u>INVOICE DETAILS</u>	<u>AMOUNT</u>
07.9.23	Pendle BC	Playground inspection report inv. 5131764	78.00

24 9 23. Kelbrook Coatings. 2 bus stops painted inv. 01

600.00

Resolved: approved for payment

8. Other Financial Matters

- **AGAR update**, -
 - Invoice received for standard charge for 2022/20323 with no penalties
 - AGAR and notice needs to be published.
- **Maintenance budgets**
 - 23/24 - this has been broken down into individual budgets
 - 24/25 - DRAFT First draft of a budget to consider for precept ready for a decision in November. Will come back to it at the next meeting. This will form part of the precept budget and can be monitored. To include an amount for consumables for lengths man. To look at the swimming.
- **Financial Risk Assessment** - Cllr Slinger working on this.

9. Update of on-going issues from other meetings

- The Area Committee last week but wasn't attended on this occasion.
- Nothing on the agenda for Kelbrook and Sough

10. Planning Applications Received

- No planning applications have been received
- The weekly lists of planning applications from Pendle Borough Council are still not coming through to the clerk for Kelbrook and Sough at the email address. However, they are being checked weekly to ensure no planning applications are being missed .
- Cllr Ashley to speak to planning department and advise again to send planning application weekly list to email address clerk@kelbrookandsoughparishcouncil.org.uk

11. Police Business

- Road safety - accident in Earby with racing cars.
- Nothing came of the road speed watch from WCAC.
- Chair to contact Road Safety Partnership to see what can be done.
- Look at road signs for that section of the road.
- Potential for average speed cameras?
- Links with school who will support the initiative.
- Financial implication, however money is available and it was raised at the public meeting that it is a concern on the section of the road.
- Take some positive action ?use the VAT money

12. Updates

- **Benches** - 2 coronation benches ordered and will be sited little nature garden in Kelbrook and area by phone box at Sough
- **Shelters** - painted and cleaning contract in place, 2 unfinished yet but an extra coat of paint being put on these shelters
- **Xmas trees** - 2 Christmas trees have been ordered along with the lights.
 - Electric boxes have been inspected. Additional one off cost for electric unit at Sough. **Additional £260 - approved for payment.**
 - Moving forward suggested that a living tree be put in the sites so it is permanent and financial viable and environmentally sustainable.
 - Cllr Ashley to speak to 2 local nurseries for comparisons and best time to plant and maintenance of them. To check if the grounds suitable.
 - Stately Lighting will store the lights and erect them each year on the trees
- **Noticeboards** - ordered from Green Barnes - costs slightly more due to the extras ordered (extra keys, gold writing etc)

- **Planters** - New Lengthsman - Simon - tidied up the planters. The money left in the plant budget to be put into the planters for over the winter.
- **Phone Box** - now disconnected and ready for re-furbishment project in the Spring. Volunteer residents keen to help
- **Disclosure Log** - to be put on the website
- **Playground Inspection report** -
 - Gaps between grass edge and safety surface
 - Damage to slide that needs monitoring
 - Paintwork - clean treat for rust and repaint
 - Missing insert on fence and frame that needs replacing
 - Stone wall, fence repair lift grid and clear tree trimming
 - Bolt caps missing/loose fixings
 - Benches - treat, repair and paint
 - Lengthsman to pick up on a variety of this work-

13. Policy updates

- **Data Protection Policy** - the copy on the website refers to Hyde Parish Council - amend and update
- **Standing Orders** - not ready to be finalised. Clerk to get up to date version for comparison
- **Complaints** - Read and review

14. Correspondence

Letter from the Church needs a response

15. Asset Register

Cllr Katiff working on this. Defer to next meeting

16. To confirm the date of the next Parish Council Meeting at 7:00 Tuesday 14th November 2023

Chairperson Sharon Ashley

Dated