**Kelbrook And Sough Parish Council**

**Minutes of the Meeting**

**Tuesday 13 June 2023 7pm**

Chair: S Ashley

Acting Clerk: C Elley

email:kelbrookandsoughclerk@gmail.com

Website: www.kelbrookandsoughparishcouncil.uk

In Attendance S Ashley (SA) C Elley (CE) D Galway (DG) V Kimberley (VK)

Apologies Gary Slinger

**Agenda item 1 Welcome and Introduction**

SA Welcomed all PC members and members of the public.

**Agenda item 2 Apologies**

Accepted

**Agenda item 3 Declaration of Interests**

None to report

**Agenda item 4 Public**

A question was raised about the filming of public who pose questions at

meetings. It was pointed out that at the last meeting some attendees

felt more comfortable posing questions without being filmed. The PC were asked to consider this as an appropriate practice for all future meetings.

SA responded that the filming policy states if a member of public feels

uncomfortable about being filmed they may ask not to be filmed. VK noted too that being filmed by ‘anyone’ was causing concern. SA clarified that meeting attendees can film the PC meeting.

**Agenda item 5 Minutes**

The minutes of the meeting 16 May 2023 were agreed.

**Proposed CA seconded DG**

**Agenda item 6 Arrangements for replacing the Clerk**

SA informed meeting that despite adverts going out no one has applied for the clerks role. SA has done some research with a locum clerk from another PC. It is important to have a clerk and in the absence of any applications for the role the PC agreed to employ a clerk from an outsourcing company. The advantage of this is the role will be covered by a competent, trained clerk who will also provide training for a newly recruited clerk.

**PC AGREED to source a locum clerk until such time we can recruit our own**

**Agenda item 7 PC vacancies**

Co-opting process will now take place to fill vacancies on the PC. This will be advertised. Applicants wishing to be considered for co-option to the PC will be required to submit an application and applicants will be interviewed,

successful applicants will then be appointed

**PC AGREED SA to draft advert**

**Agenda item 8 Police Business**

None reported. Police scheduled to attend next meeting

**Agenda item 9 Planning**

None to report

**Agenda item 10 Update of issues from other meetings attended**

SA attended West Craven Area Committee (WCAC) meeting.

Road safety was discussed with police representative.

\*PC to contact Lancashire Road Safety Speed Partnership to look at ‘average speed’ cameras for Kelbrook/Sough.

\*The area committee budget was approved. Approx £30k has been allocated for the area of which Kelbrook/Sough will receive approx £1850.00 to grant fund local initiatives.

\* WCAC are also looking at improving the changing room provisions at Sough park

\* Looking towards future access to money..…...there was discussion on ATM

machines being provided for areas without banking facilities

**PC AGREED CA to contact Road Safety**

**Agenda item 11 Training**

LALC provide training for councillors.

There is £500 in the budget SA will email course for PC to consider

Funding for defibrillator training discussed. Cost £75.

**PC AGREED to fund defibrillator training on Saturday 8 July at 10am in the village hall. This will be advertised on social media and notice boards**

**Agenda item 12 Finance**

\*Internal audit required as a priority. Annual Governance and

Accountability Return (AGAR) has to be submitted by the end of July.

Internal auditor agreed. There are a number of issues to be resolved as a matter of urgency.

\*A strategic plan needs to be put in place to show how ‘reserves’ will be used

\*Precept budget was incorrect. SA has rectified this.

\*Financial risk assessment to be put in place asap

\*Banking, all necessary paperwork completed

**PC AGREED urgent meeting arranged to discuss finances 22June 2023**

**Agenda item 13 Assets**

\*Estimates received to replace notice boards. Wooden notice boards are too

expensive. Galvanised metal notice boards are considerably less expensive

\*PC agreed to explore metal noticeboards. DG will approach local

 company for quotes in addition to those already received.

\*Previously agreed to install 2 coronation benches. Quotes now in and

residents to be asked via social media to vote which seating they would like.

The old bench on grass verge at Sough will be removed and refurbished. It will be replaced by a new coronation bench. DG will paint existing benches and the bushes obscuring the bench at the chip shop will be cleared and that bench made useable.

\*The 2 spare picnic benches removed from millennium garden to be offered to

village hall

\* Flowers to be purchased for planters and troughs however watering is an issue and the PC are looking at various options to ensure all can be watered and

maintained

\*SA has been getting quotes for cleaning and painting bus stops. A resident from Sough has agreed to clean bus stops free until all quotes for cleaning/painting can be considered

**PC AGREED DG to obtain quote for metal noticeboards; Public vote to choose coronation benches; £500 budget for plants; DG paint benches;, SA husband clear bushes at bench at chip shop; accept volunteer help to clean bus shelters**

**Agenda item 14 Road Safety**

Covered under item 10

**Agenda item 15 Website/Facebook**

SA has checked all available guidance and is confident all controls are in place. CA admin and volunteers. VK concerned about wording of volunteers agreement SA to check with LALC and feedback next meeting.

**Agenda item 16 communication**

Paul Maskell has notified PC that Gisburn road footpath has now been cleared.

Pendle council have notified that the playground inspection fee is due £65 plus VAT

**PC AGREED the charge for playground inspection**

SA thanked all attendees for their input. The meeting closed at 8.40pm

*Next meeting will be an extraordinary meeting (finance) for PC councillors only 7pm Tuesday 22 June at Kelbrook village hall*

Next 2023 meetings all in the annexe at the village hall commencing 7pm

11th July, 12th September, 10th October 14th November and 9th January 2024