**Kelbrook and Sough Parish Council**

Chairman: C Durance

Clerk:

Email: c.durance@kelbrookandsoughparishcouncil.org.uk

Website: www.kelbrookandsoughparishcouncil.uk

**Annual Parish meeting and Annual General meeting of Kelbrook and Sough Parish Council to be held on Tuesday 17 May 2022 from 7.00pm, followed by the full Parish Council meeting in the Annex, Kelbrook and Sough Village Hall.**

**(Members of the public are welcome to attend any/all of these meetings)**

**Annual Parish Meeting**

The Annual Parish meeting is a meeting of the electorate not a meeting of the Council. It is an opportunity for residents to meet with the Council and to hear about the achievements of Kelbrook and Sough Parish Council in the past year and its plans for the future. There is opportunity for residents to ask questions.

**Annual General meeting of the Parish Council**

1. Attendance, Apologies and Non-Attendance
2. Declarations of Interest
3. Elections of officers
4. Chairperson
5. Vice-Chairperson
6. Representatives on external bodies

West Craven Area Committee

Pendleside Countryside Access Forum

PBC Drainage

1. Minutes of the previous AGM – N.B. No meetings were held in 2020 and 2021. AGM business was held during full council meetings
2. Reports from
3. Chair and Vice-chair
4. Representatives on other committees
5. Draft Annual accounts
6. Review of inventory of land and assets
7. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
8. Review of Council policies

**Meeting of Full Council – 17th May 2022 (following AGM)**

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 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 for council to be sent via post/email to the clerk a week before the meeting please.

**5. Minutes**

To accept and approve the minutes of the previous meeting held on Tuesday 12 April 2020.

**6. Update on ongoing issues from previous minutes**

 A verbal update on any matters from the previous minutes.

1. Project Plan 2022
2. Platinum Jubilee planning

**7. Update on items relating to council procedures.**

1. Co-option of councillors
2. Clerk

**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**

Verbal update from clerk & councillors on any issues arising from any other meetings attended.

1. West Craven Area Committee 10 May 2022

**11. Finance**

1. **At bank – 30/4/2022 - 40,009.95**
2. **Precept – received 15,250**

**To consider approve or otherwise the following:** Bills presented for payment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chq No** | **Payee** | **Details** | **Amount £ VAT Inc** | **VAT** |
|  | Chimney Swept clean | Storage rent | 302 |  |
|  | Jubilee Team | Materials | 25.41 |  |
|  | Zurich Municipal | Insurance | 251.42 |  |

**12. Communication**

Standing item - If nothing to discuss move on.

**13. Play Area**

Standing item – if nothing to discuss move on

**14. Lengthsman Report**

**15. Neighbourhood Plan**

**16. Correspondence.**

To receive for information purposes items received since the last meeting.

**Date & Time of next full meeting**

The next meeting will be held on 14 June 2022 in the Village Hall Annex at 7.00pm.

DATED: 1 May 2022 Clerk: