

**Minutes of the Meeting of Kelbrook and Sough Parish Council held on Wednesday 2<sup>nd</sup> October 2019 at 7.00pm in Kelbrook and Sough Village Hall**

**1. Welcome**

The Chairman: Cllr. Durance welcomed all to the meeting.

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

Attending Cllrs: C Durance, G Wilson, P Maskell. K Jeffreys as Clerk.  
Apologies from Cllrs: M Goulthorp, R Carroll.

**3. Declarations of Interest/s**

K Jeffreys – payment under finance.

**4. Public**

No members of the public present.

**5. Planning**

**Applications**

Town and Country Planning Act 1990 **APPLICATION:19/0458/FUL**  
PROPOSAL: Full: Change of use to use as an MOT Test Centre (Use Class B2).  
AT: Buildakit (UK) Ltd Kelbrook Business Park Colne Road  
FOR: Dales Automotive  
CONSULTATION Deadline: Please send me your comments by: 2nd October 2019

(No objections comment previously submitted)

**Noted**

**Delegated List**

To receive for information purposes the latest list which, if available, has been circulated by email to all councillors.

**6. Police business**

Nothing to report.

**7. Minutes**

To accept and approve as a true representation the minutes of the previous council meeting held on Wednesday 4<sup>th</sup> September at 7.00pm.

**Proposed GW**

**Seconded PM**

**Unanimous: that these minutes are accepted and approved as above.**

The minutes will be signed on the final page and initialled on all other pages by Cllr Durance

**Resolved: That the clerk enter these into the permanent record of full council**

## **8. Update of ongoing issues from previous minutes**

- Councillors signed a letter for signatory updates to be sent to Santander Bank.
- K Jeffreys has spoken to the website developer and requested that the contact number is removed.

## **9. Update of issues from any other meetings attended**

Nothing to report.

## **10. Finance**

### **To consider approve or otherwise the following:**

Bills presented for payment:

<b><u>Chq No</u></b>	<b><u>Payee</u></b>	<b><u>Details</u></b>	<b><u>Amount £ VAT</u></b>	<b><u>VAT</u></b>
22151	K Jeffreys	September Salary	£100.85	£0
22152	HMRC	PAYE	£20.17	£0
22153	Amberol	Planters	£1541.32	£256.89
22154	C Elley	Lengths man fees	£82.50	£0
22155	Greenfield Services	Garden maintenance	£60.00	£0
22156	PKF Littlejohn	Audit fees	£240.00	£40.00
22157	Pendle Borough Council	Sough Park Costs	£2275.90	£0
22158	Village Hall	Room hire (NP)	£44.00	£0

**Bills presented for payment (with additions) accepted.**

**Proposed GW**

**Seconded PM**

**Unanimous**

## **11. Communication**

Council approve the purchase of a new noticeboard to replace the existing noticeboard in Sough.

**Proposed GW**

**Seconded PM**

**Unanimous**

## **12. Play Area**

Council to purchase sand to neaten and make safe the lifting edges around the play areas. C Elley to spread the sand.

**Proposed GW**

**Seconded PM**

**Unanimous**

## **13. Lengths man Report**

Council authorise Cllr C Durance to purchase daffodil bulbs to be planted in various parts of the area.

**Proposed GW  
Seconded PM  
Unanimous**

**14. Neighbourhood Plan**

- The neighbourhood plan group are currently scoring fields for housing as part of the plan. This does not mean that land will be sold, but must be completed as part of the overall plan.
- The group has been looking into the main use of land in the area, this was found to be agricultural, which is also the same for the nature of employment in the area.
- The heritage of Kelbrook and Sough has been researched and has been found to be mostly Victorian, with some older properties.
- The plan is looking to propose that the village is classed as a character area.

**15. Christmas**

Cllr C Durance has a meeting arranged with the electrician to discuss what is required for the Christmas lights. Council are hoping to coincide the switch on with any school events. A date will be confirmed once plans are made.

**16. Casual Vacancies**

K Jeffreys to add a news item to the website to advertise the casual vacancies on the council.

**17. Financial Report**

- K Jeffreys is to complete a financial report every quarter, with the first one being in December.
- Council are required to begin thinking about projects for 2020.
- The first draft of the budget for 2020-21 will be brought to council in December.

**18. Correspondence.**

None.

**Date & Time of next full meeting**

The next meeting will be held on Wednesday 6<sup>th</sup> November 2019 at 7.00pm in Kelbrook Village Hall.

**DATED: 3<sup>rd</sup> October 2019**

**Clerk:**

**K Jeffreys**

**SIGNED: 6<sup>th</sup> November 2019**

**Chairman:**

**C Durance**