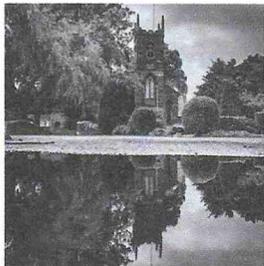


# AGENDA

## KELBROOK AND SOUGH PARISH COUNCIL



Chair: Cllr C. Elley  
Kelbrook and Sough Village Hall  
Dotcliffe Road  
Kelbrook, Barnoldswick, Lancashire BB18 6TQ  
Tel: 01282 842718  
email: [clerk@kelbrookandsough-pc.gov.uk](mailto:clerk@kelbrookandsough-pc.gov.uk)  
website: <https://www.kelbrookandsough-pc.gov.uk>



### Meeting of Kelbrook and Sough Parish Council 9<sup>th</sup> April 2026 at 7pm Kelbrook and Sough Village Hall, Kelbrook

Members of the Council are hereby summoned to attend a full Meeting of the Parish Council in accordance with schedule 12, para. 10(2)(b) of the Local Government Act 1972 to be held as detailed above. If you are unable to attend, your apologies and reason for absence should be forwarded to the Chair in advance.

#### AGENDA

Meetings are open to the public and may be recorded by representatives of the media or by members of the public.

Any persons intending to record the meeting are requested to respect the wishes of members of the public who have come to speak at a meeting; and reminded that it is not permitted for oral commentary to be provided during a meeting.

**1. Welcome**

The Chair of the Parish Council to welcome all to the meeting.

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

2.1 To record attendance, non-attendance, and written apologies for absence.

**3. Declarations of Interest**

To receive declarations of personal interest in any matter identified in this agenda.

**4. Public Participation**

To allow for members of the public to be offered the opportunity to address Council on any subject not already an agenda item.

*Questions or comments for the Council on agenda items should be sent via post/email to the Clerk using the Village Hall address or at [clerk@kelbrookandsough-pc.gov.uk](mailto:clerk@kelbrookandsough-pc.gov.uk) at least 24 hours prior to the meeting.*

**5. Minutes**

To approve as an accurate representation, the draft minutes of the meeting held on 12<sup>th</sup> March 2026.

**6. Update of Items and Issues from previous minutes**

To receive an update from the Council on progress made against matters dealt with since the previous meeting.

**6.1 Sough Bridge Mill possible environmental issue**

Case Number 02402255

**6.2 Parish Council Facebook Page**

**7. Reports from Meetings with other Organisations**

*To receive for information purposes, verbal, or written reports from Councillors on any such meetings they have attended.*

**7.1 West Craven Area Committee Meeting 31<sup>st</sup> March 2026.**

**8. Matters arising from Correspondence**

Email received 24<sup>th</sup> March 2026 from Foulridge Parish Council thanking Council for their contribution to the Great British Spring Clean litter pick. (Enc)

# AGENDA

## 9. Planning Matters

*Any applications received after the agenda has been published will be tabled at the meeting*

### 9.1 26/0146/HHO Erection of front porch at 13 Waterloo Road, Kelbrook.

Comments to be submitted by 13<sup>th</sup> April 2026.

## 10. Parking

Response received from East Lancs Traffic (Enc).

## 11. Weed Control

11.1 Green Bin Scheme subscription.

11.2 Purchase Salt and White Vinegar for weed spraying.

## 12. Assets and 'Get it Done' Days

12.1 Notices to Dog Walkers

12.2 Handy Man

12.3 Siting of 2 new Benches

12.4 Broken Picnic Bench Leg

12.5 Broken Bench (Car Damage)

12.6 Asset Appraisal

12.7 Planters

12.8 Litter Pick

12.9 Kelbrook Park Inspections

## 13. Finance

*Clerk/RFO has authority to make payments as required for items included in Direct Debit and Regular Payment Review*

RFO to present the financial report, for approval and countersignatures:

13.1 Payments, receipts, and Invoices from 1<sup>st</sup> – 31<sup>st</sup> March 2026.

13.2 Cash Book inclusive of Earmarked Reserves (Attached)

➤ Balance on 31<sup>st</sup> March 2026 - £23,022.97

13.3 Mar 2026 Bank Reconciliation (Attached)

13.4 Mar 2026 Bank Statement (Enc)

## 14. Year End Accounts 25\_26

14.1 To approve the Full Year accounts from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 (Enc)

14.2 Opening balance on 1<sup>st</sup> April 2025 - £24,333.15

14.3 Closing balance on 31<sup>st</sup> March 2026 - £23,022.97

14.4 Income from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 - £17,129.87

14.5 Gross expenditure from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 - £19,103.65

14.6 Full Year VAT Claim 25\_26 for HMRC - £1,973.78 (Attached)

## 15. Year End Earmarked Reserves Account 25\_26

15.1 To approve the Full Year Earmarked Reserves account from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026. (Attached)

15.2 Opening balance on 1<sup>st</sup> April 2025 - £5,400.81

15.3 Closing balance on 31<sup>st</sup> March 2026 - £2,684.15

15.4 Income from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 – Nil

15.5 Net Expenditure from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 - £2,716.66

## 16. Full Year Budget Analysis 25\_26

16.1 To approve the full year budget narrative, analysis and balance sheet from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026 (Attached)

## 17. Direct Debit Review

17.1 To approve the Direct Debit Review (previously circulated)

## 18. Regular Payment Review

18.1 To approve the Regular Payment Review (previously circulated)

## 19. Date of Next Meeting

Agree dates for the APM, APCM and OPCM in May.

D	M	YR	STATEMENT	CREDITOR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF	INV DATE	VAT No.	CASH BOOK £	STATEMENT £
02	03	2026	U 022/2026		Easy Web Sites	WEB	Website Management	DD	50.16	41.80	8.36	-	01-440	2025.18.03.11.5	01.03.2026	924 3099 24	23,347.80	
06	03	2026			ICO	SUB	GDPR/Data Protection Certification	DD	47.00	47.00	-	-	ZB510313	2025.18.03.11.6			23,300.80	
23	03	2026			Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	33028	2025.18.03.11.5	20.03.2026	408549284	23,287.00	
23	03	2026			Tax Assist	PAY	Payroll	DD	60.00	60.00	-	-	33028		20.03.2026		23,227.00	
24	03	2026		Integral Accounting		PAY	Payroll Refund (Provider Error)	BACS	-	-	-	60.00	33028				23,287.00	
27	03	2026			Clerk/RFO	PAY	March Salary	BACS	257.03	257.03	-	-	March Payslip	2025.18.03.11.6			23,029.97	
31	03	2026			Unify Bank	BCS	Service Charge for Feb 2026	Debit	7.00	7.00	-	-	Mar-26	2025.18.03.11.6			23,022.97	
<b>Totals</b>									<b>434.99</b>	<b>424.33</b>	<b>10.66</b>	<b>60.00</b>					<b>23,022.97</b>	<b>23022.97</b>

**Examined, Certified  
& Verified By:**  
**Clerk & RFO**  
*Karen Hancock*  
 Date: 31/3/26

*CHAIR*

*CLK*

*CLK.*

MONTH	Mar-26	
	RECONCILED	

**CASH BOOK £**

BROUGHT FORWARD BALANCE	28.02.2026	23,397.96
PAYMENTS		434.99
RECEIPTS		60.00
CARRIED FORWARD BALANCE	31.03.2026	£ 23,022.97

**BANK STATEMENT £**

STATEMENT BALANCE	28.02.2026	23,022.97
PAYMENTS		434.99
RECEIPTS		60.00
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.03.2026	£ 23,022.97

**Examined, Certified  
& Verified By:  
Clerk & RFO**

*Kelvin Stawock*

Date: 31/3/26

*CHK:*

*CHK:*

*CHK:*

D	M	YR	STATEMENT	CREDITOR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF	INV DATE	VAT No.	CASH BOOK £	STATEMENT £
1	4	2025															<b>24,333.15</b>	<b>24,333.15</b>
01	04	2025	U 011/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.04.2025	924 3099 24	24,285.40	
22	04	2025	U 011/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	29589	2025.18.03.11.5	22.04.2025	408549284	24,271.80	
23	04	2025	U 011/2025		NALG/LALC	SUB	Membership	BACS	195.03	195.03	-	-	56087	2025.18.03.11.6	01.04.2025		24,076.57	
23	04	2025	U 011/2025		Internal Audit Yorkshire	AUD	Internal Audit	BACS	480.00	480.00	-	-	24250000223	2025.18.03.11.6	13.04.2025		23,596.57	
28	04	2025	U 011/2025		Clerk/RFO	PAY	Salary April 2025	BACS	316.83	316.83	-	-	Payslip April 2025	2025.18.03.11.6			23,279.94	
28	04	2025	U 011/2025	Pendle Borough Council		PRE	Precept Q1 & Q2	BACS	-	-	-	7,884.00	FIN0349226				31,163.94	
28	04	2025	U 011/2025	HMRC		VAT	VAT Refund 2024/25	BACS	-	-	-	1,489.51	XSV126000111842	2025.18.03.11.6			32,653.45	
30	04	2025	U 011/2025		Unity Bank	BCS	Service Charge for March 2025	Debit	6.00	6.00	-	-	Apr-25	2025.18.03.11.6			32,647.45	
01	05	2025	U 012/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.05.2025	924 3099 24	32,599.70	
09	05	2025	U 012/2025	Pendle Borough Council		PRE	Interest on Precept Payments	BACS	-	-	-	251.86	FIN0349351		29.04.2025		32,851.86	
21	05	2025	U 012/2025		Eerby Memorial Bowling Club	GRA	Grant for Fertiliser Equipment	BACS	250.00	250.00	-	-	U 012/2025	2025.08.05.16	21.05.2025		32,601.88	
22	05	2025	U 012/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	29908	2025.18.03.11.5	22.05.2025	408549284	32,587.86	
29	05	2025	U 012/2025		Clear Council Insurance	INS	Annual Insurance Renewal	BACS	858.28	858.28	-	-	LCO03277	2025.08.05.16			31,729.58	
30	05	2025	U 012/2025		Clerk/RFO	PAY	Salary May 2025	BACS	435.23	435.23	-	-	Payslip May 25	2025.18.03.11.6			31,294.35	
31	05	2025	U 012/2025		Unity Bank	BCS	Service Charge for April 2025	Debit	6.00	6.00	-	-	May-25	2025.18.03.11.6			31,288.35	
02	06	2025	U 013/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.06.2025	924 3099 24	31,240.80	
03	06	2025	U 013/2025		HMRC	PAY	Tax Arrears	BACS	90.45	90.45	-	-	Tax Account	2025.18.03.11.6			31,150.15	
23	06	2025	U 013/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	30256	2025.18.03.11.5	22.06.2025	408549284	31,136.35	
23	06	2025	U 013/2025		Bounceback Safety Surfaces Ltd	RFC	Kelbrook Park Surface Repairs	BACS	2,376.00	1,980.00	396.00	-	0340	2025.12.06.7.2	16.06.2025	878876534	28,780.35	
23	06	2025	U 013/2025		Chimney Swept Clean Ltd	REN	Lockup Rent	BACS	330.00	330.00	-	-	BB18 6TP	2025.18.03.11.6	01.06.2025		28,430.35	
23	06	2025	U 013/2025		Clr	MTN	Re-embursement for Fence Posts	BACS	45.00	45.00	-	-	82561	2025.12.06.11	09.05.2025		28,385.35	
30	06	2025	U 013/2025		Clerk/RFO	PAY	Salary June 2025	BACS	316.43	316.43	-	-	Payslip June 25	2025.18.03.11.6			28,068.92	
30	06	2025	U 013/2025		Hay Farm Plants	MTN	Plants for Kelbrook Planters	BACS	100.00	100.00	-	-	93	2025.12.06.14.2	28.06.2025		27,968.92	
30	06	2025	U 013/2025		Unity Bank	BCS	Service Charge for May 2025	Debit	6.00	6.00	-	-	Jun-25	2025.18.03.11.6			27,962.92	
01	07	2025	U 014/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.07.25	924 3099 24	27,915.17	
03	07	2025	U 014/2025		HMRC	PAY	Tax Arrears 24/25	BACS	89.24	89.24	-	-	Tax Account	2025.18.03.11.6			27,825.93	
03	07	2025	U 014/2025		HMRC	PAY	Interest on Tax Arrears 24/25	BACS	1.80	1.80	-	-	Tax Account	2025.18.03.11.6			27,824.13	
03	07	2025	U 014/2025		SLCC	TRA	ILCA Course for Clerk/RFO	BACS	144.00	120.00	24.00	-	QL207536-1	2025.18.03.11.10	03.07.25	891 7527 83	27,680.13	
10	07	2025	U 014/2025		Clr	CON	Re-emburse Anti Virus Software	BACS	14.99	14.99	-	-	NP2113190370	Data Integrity Risk	08.07.25		27,665.14	
22	07	2025	U 014/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	30557	2025.18.03.11.5	22.07.2025	408549284	27,651.34	
24	07	2025	U 014/2025		HMRC	PAY	Tax	DD	203.18	203.18	-	-		2025.18.03.11.6			27,448.16	
28	07	2025	U 014/2025		HMRC	PAY	Interest for late payment	BACS	1.17	1.17	-	-	Tax Account	2025.18.03.11.6			27,446.99	
28	07	2025	U 014/2025		HMRC	PAY	Interest for late payment	BACS	1.16	1.16	-	-	Tax Account	2025.18.03.11.6			27,445.83	
29	07	2025	U 014/2025		X2 Connect Ltd	MTN	Telephone Box Door Parts	BACS	168.48	140.40	28.08	-	25684	H & S Risk	28.07.2025	895296854	27,277.35	
29	07	2025	U 014/2025		PKF Littlejohn	AUD	External Audit Fee	BACS	252.00	210.00	42.00	-	SB20250251	2025.18.03.11.6	25.07.2025	440498250	27,025.35	
31	07	2025	U 014/2025		Clerk/RFO	PAY	Salary July 2025	BACS	257.23	257.23	-	-	Payslip July 25	2025.18.03.11.6			26,768.12	
01	07	2025	U 014/2025		Unity Bank	BCS	Service Charge for June 2025	Debit	6.00	6.00	-	-	Jul-25	2025.18.03.11.6			26,762.12	
01	08	2025	U 015/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	01-440	2025.18.03.11.5	01.08.2025	924 3099 24	26,714.37	

D	M	YR	STATEMENT	CREDITOR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF	INV DATE	VAT No.	CASH BOOK £	STATEMENT £
22	08	2025	U 015/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	30860	2025.18.03.11.5	22.08.2025	408549284	26,700.57	
29	08	2025	U 015/2025		Clerk/RFO	PAY	Salary August 2025	BACS	257.03	257.03	-	-	Payslip August 2025	2025.18.03.11.6			26,443.54	
29	08	2025	U 015/2025		Broxap Ltd	MTN	2 x Benches	BACS	1,248.00	1,040.00	208.00	-	336660	2025.10.07.14	14.08.2025	GB592526420	25,195.54	
31	08	2025	U 015/2025		Unity Bank	BCS	Service Charge for July 2025	Debit	6.00	6.00	-	-	Aug-25	2025.18.03.11.6			25,189.54	
01	09	2025	U 016/2025		Easy Web Sites	WEB	Website Management	DD	36.86	30.80	6.16	-	01-440	2025.18.03.11.5	01.09.2025	924 3099 24	25,152.58	
11	09	2025	U 016/2025		G W Rhodes Ltd	MTN	Sough Bus Shelter repair	BACS	257.00	214.16	42.84	-	180825	H & S Risk	18.08.2025	856102048	24,895.58	
11	09	2025	U 016/2025		Pendle Borough Council	PRK	Annual Playground Inspection - Kei	BACS	87.00	72.50	14.50	-	5160102	2025.18.03.11.6	27.08.2025	175332564	24,808.58	
22	09	2025	U 016/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	31174	2025.18.03.11.5	22.09.2025	408549284	24,794.78	
24	09	2025	U 016/2025		Clerk/RFO	GRA	NHWS Reimbursement	BACS	125.00	125.00	-	-	3139781	2025.11.09.14			24,669.78	
24	09	2025	U 016/2025		Pendle Borough Council	PRK	Weekly Playground Inspection - Kel	BACS	1,895.09	1,579.24	315.85	-	5160280	2025.18.03.11.6	12.09.2025	175332564	22,774.69	
24	09	2025	U 016/2025		Pendle Borough Council	RFC	Improvements to Public Footpath	BACS	372.00	310.00	62.00	-	5160494	2025.11.09.11.3	22.08.2025	175332564	22,402.69	
29	09	2025	U 016/2025	Pendle Borough Council		PRE	Precept Q3 & Q4	BACS	-	-	-	7,883.00	FIN0352685				30,285.69	
30	09	2025	U 016/2025		Clerk/RFO	PAY	Salary September 2025	BACS	257.23	257.23	-	-	Payslip Sept 2025	2025.18.03.11.6			30,028.46	
30	09	2025	U 016/2025		Unity Bank	BCS	Service Charge for Aug 2025	Debit	6.00	6.00	-	-	Sep-25	2025.18.03.11.6			30,022.46	
01	10	2025	U 017/2025		Easy Web Sites	WEB	Website Management	DD	36.86	30.80	6.16	-	01-440	2025.18.03.11.5	01.10.2025	924 3099 24	29,985.50	
01	10	2025	U 017/2025		Amberol Ltd	RFC	Railing Planter Liners	BACS	295.99	246.66	49.33	-	25636	2025.10.07.11.4	23.09.2025	128641675	29,689.51	
01	10	2025	U 017/2025		Kelbrook Village Hall	REN	Hall Hire	BACS	66.00	66.00	-	-	5/25 & 6/25	2025.18.03.11.6	01.09.2025		29,623.51	
13	10	2025	U 017/2025		Stately Lighting	MTN	Removal of Tree Lights	BACS	1,140.00	950.00	190.00	-	1142	2025.11.09.13.4	07.10.2025	213991308	28,483.51	
13	10	2025	U 017/2025		Chris Mayes	RFC	Village Weeding	BACS	120.00	120.00	-	-	KSPC 2025/001	2025.10.07.6.5	30.09.2025		28,363.51	
17	10	2025	U 017/2025		Kelbrook & Sough NHWS	GRA	Neighbourhood Watch Grant	BACS	250.00	250.00	-	-	Grant Award	2025.11.09.11.1			28,113.51	
22	10	2025	U 017/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	31450	2025.18.03.11.5	22.10.2025	408549284	28,099.71	
23	10	2025	U 017/2025		HMRC	PAY	Tax	DD	144.15	144.15	-	-	2025.18.03.11.6	2025.18.03.11.6			27,955.56	
28	10	2025	U 017/2025		X2 Connect Ltd	MTN	K6 Closer Door Mounting	BACS	42.80	35.75	7.15	-	39974	H & S Risk	16.10.2025	895296654	27,912.66	
31	10	2025	U 017/2025		Clerk/RFO	PAY	Salary October 2025	BACS	257.03	257.03	-	-	Payslip Oct 2025	2025.18.03.11.6			27,655.63	
31	10	2025	U 017/2025		Unity Bank	BCS	Service Charge for Sep 2025	Debit	6.00	6.00	-	-	Oct-25	2025.18.03.11.6			27,649.63	
03	11	2025	U 018/2025		Easy Web Sites	WEB	Website Management	DD	52.80	44.00	8.80	-	01-440	2025.18.03.11.5	01.11.2025	924 3099 24	27,596.83	
05	11	2025	U 018/2025	Salterforth Parish Council			Shared Resources with Kelbrook	BACS	-	-	-	225.00	Shared Resource	2025.16.10.15			27,821.83	
14	11	2025	U 018/2025		Clerk/RFO	XMS	Xmas Lantern Lights (Amazon)	BACS	177.11	141.69	35.42	-	Amazon	2025.16.10.13.2	14.11.2025	GB727255621	27,644.72	
14	11	2025	U 018/2025		Clerk/RFO	XMS	Xmas Lanterns (LBS)	BACS	84.00	67.20	16.80	-	LBS	2025.16.10.13.2	13.11.2025	83984320	27,560.72	
14	11	2025	U 018/2025		Chris Mayes	RFC	Village Weeding	BACS	60.00	60.00	-	-	KSPC 2025/002	2025.10.07.6.5	31.10.2025		27,500.72	
24	11	2025	U 018/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	31768	2025.18.03.11.5	20.11.2025	408549284	27,486.92	
25	11	2025	U 018/2025		Clerk/RFO	GRA	Remembrance Wreath (RBL)	BACS	27.50	27.50	-	-	Wreath				27,459.42	
25	11	2025	U 018/2025		Clerk/RFO	XMS	Xmas Lantern Batteries (Amazon)	BACS	20.49	17.07	3.42	-	GB591BM2QAEUI	2025.16.10.13.2	17.11.2025	GB727255621	27,438.93	
25	11	2025	U 018/2025		Clerk/RFO	XMS	Xmas Tree Lights (Solar Centre)	BACS	52.98	44.15	8.83	-	1023224	2025.16.10.13.1	18.11.2025	GB25330345	27,385.95	
25	11	2025	U 018/2025		Stately Lighting	XMS	Xmas Tree Sough	BACS	1,470.00	1,225.00	245.00	-	1158	2025.16.10.13.3	19.11.2025	213991308	25,915.95	
28	11	2025	U 018/2025		Pendle Leisure Trust	GRA	Free Swimming Scheme	BACS	534.00	445.00	89.00	-	214760	2025.20.11.18	25.11.2025	732917133	25,381.95	
28	11	2025	U 018/2025		Clerk/RFO	PAY	November Salary	BACS	257.23	257.23	-	-	Nov Payslip 2025	2025.18.03.11.6			25,124.72	
30	11	2025	U 018/2025		Unity Bank	BCS	Service Charge for Oct 2025	Debit	6.00	6.00	-	-	Nov-25	2025.18.03.11.6			25,118.72	
01	12	2025	U 019/2025		Easy Web Sites	WEB	Website Management	DD	50.16	41.80	8.36	-	01-440	2025.18.03.11.5	01.12.2025	924 3099 24	25,068.56	
04	12	2025	U 019/2025		Seal Calibration	MTN	Defib Pads & Batteries	BACS	274.80	229.00	45.80	-	75423	2025.16.10.16	14.10.2025	198737245	24,793.76	

D	M	YR	STATEMENT	CREDITOR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	INVOICE	MINUTE REF	INV DATE	IVAT No.	CASH BOOK £	STATEMENT £	
04	12	2025	U 019/2025		Seal Calibration	MTN	Defib Health Check	BACS	166.80	139.00	27.80	-	75103	2025.16.10.16	20.10.2025	196737245	24,626.96		
22	12	2025	U 019/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	32075	2025.18.03.11.5	20.12.2025	408549284	24,613.16		
29	12	2025	U 019/2025		Clerk/RFO	PAY	December Salary	BACS	257.23	257.23	-	-	Dec Payslip 2025	2025.18.03.11.6			24,355.93		
31	12	2025	U 019/2025		Unity Bank	BCS	Service Charge for Nov 2025	Debit	6.00	6.00	-	-	Dec-25	2025.18.03.11.6			24,349.93		
02	01	2026	U 020/2026		Easy Web Sites	WEB	Website Management	DD	50.16	41.80	8.36	-	01-440	2025.18.03.11.5	01.01.2026	924 3099 24	24,299.77		
22	01	2026	U 020/2026		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	32414	2025.18.03.11.5	20.01.2026	408549284	24,285.97		
23	01	2026	U 020/2026		HMRC	PAY	Tax	DD	192.80	192.80	-	-	HMRC Jan 26	2025.18.03.11.6			24,093.17		
30	01	2026	U 020/2026		Clerk/RFO	PAY	January Salary	BACS	257.03	257.03	-	-	Jan Payslip 2026	2025.18.03.11.6			23,836.14		
31	01	2026	U 020/2026		Unity Bank	BCS	Service Charge for Dec 2025	Debit	6.00	6.00	-	-	Jan-25	2025.18.03.11.6			23,830.14		
02	02	2026	U 021/2026		Easy Web Sites	WEB	Website Management	DD	50.16	41.80	8.36	-	01-440	2025.18.03.11.5	01.02.2026	924 3099 24	23,779.98		
06	02	2026	U 021/2026		Clerk/RFO	SUB	Office 365 2026 Reimbursement	BACS	104.99	104.99	-	-	Office 365	2025.18.03.11.6			23,674.99		
23	02	2026	U 021/2026		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	32733	2025.18.03.11.5	20.02.2026	408549284	23,661.19		
27	02	2026	U 021/2026		Clerk/RFO	PAY	February Salary	BACS	257.23	257.23	-	-	Feb Payslip 2026	2025.18.03.11.6			23,403.96		
28	02	2026	U 021/2026		Unity Bank	BCS	Service Charge for Jan 2026	Debit	6.00	6.00	-	-	Feb-26	2025.18.03.11.6			23,397.96		
02	03	2026	U 022/2026		Easy Web Sites	WEB	Website Management	DD	50.16	41.80	8.36	-	01-440	2025.18.03.11.5	01.03.2026	924 3099 24	23,347.80		
06	03	2026			ICO	SUB	GDPR/Data Protection Certification	DD	47.00	47.00	-	-	ZB510313	2025.18.03.11.6			23,300.80		
23	03	2026			Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	33026	2025.18.03.11.5	20.03.2026	408549284	23,287.00		
23	03	2026			Tax Assist	PAY	Payroll	DD	60.00	60.00	-	-	33026		20.03.2026		23,227.00		
24	03	2026		Integral Accounting		PAY	Payroll Refund (Provider Error)	BACS	-	-	-	60.00	33026	Email				23,287.00	
27	03	2026			Clerk/RFO	PAY	March Salary	BACS	257.03	257.03	-	-	March Payslip	2025.18.03.11.6			23,029.97		
31	03	2026			Unity Bank	BCS	Service Charge for Feb 2026	Debit	7.00	7.00	-	-	Mar-26	2025.18.03.11.6			<b>23,022.97</b>	<b>23,022.97</b>	
<b>Total</b>									<b>19,103.65</b>	<b>17,129.87</b>	<b>1,973.78</b>	<b>17,793.47</b>							

**Examined, Certified  
& Verified By:**

**Clerk & RFO**

*Valer Skoufack*

**Date:** 31/3/26

D	M	YR	VAT No.	DEBTOR	DESCRIPTION	VAT £	INVOICE	INV DATE
01	04	2025	924 3099 24	Easy Web Sites	Website Management	7.96	01-440	01.04.2025
22	04	2025	408549284	Tax Assist	Payroll	2.30	29589	22.04.2025
01	05	2025	924 3099 24	Easy Web Sites	Website Management	7.96	01-440	01.05.2025
22	05	2025	408549284	Tax Assist	Payroll	2.30	29908	22.05.2025
02	06	2025	924 3099 24	Easy Web Sites	Website Management	7.96	01-440	01.06.2025
23	06	2025	408549284	Tax Assist	Payroll	2.30	30256	22.06.2025
23	06	2025	878876534	Bounceback Safety Surfaces Ltd	Kelbrook Park Surface Repairs	396.00	0340	16.06.2025
01	07	2025	924 3099 24	Easy Web Sites	Website Management	7.96	01-440	01.07.2025
03	07	2025	891 7527 83	SLCC	ILCA Course for Clerk/RFO	24.00	QL207536-1	03.07.2025
22	07	2025	408549284	Tax Assist	Payroll	2.30	30557	22.07.2025
29	07	2025	895296854	X2 Connect Ltd	Telephone Box Door Parts	28.08	25664	28.07.2025
29	07	2025	440498250	PKF Littlejohn	External Audit Fee	42.00	SB20250251	25.07.2025
01	08	2025	924 3099 24	Easy Web Sites	Website Management	7.96	01-440	01.08.2025
22	08	2025	408549284	Tax Assist	Payroll	2.30	30860	22.08.2025
29	08	2025	GB592526420	Broxap Ltd	2 x Benches	208.00	336660	14.08.2025
01	09	2025	924 3099 24	Easy Web Sites	Website Management	6.16	01-440	01.09.2025
11	09	2025	856102048	G W Rhodes Ltd	Sough Bus Shelter repair	42.84	180825	18.08.2025
11	09	2025	175332564	Pendle Borough Council	Annual Playground Inspection - Kel	14.50	5160102	27.08.2025
22	09	2025	408549284	Tax Assist	Payroll	2.30	31174	22.09.2025
24	09	2025	175332564	Pendle Borough Council	Weekly Playground Inspection - Kel	315.85	5160280	12.09.2025
24	09	2025	175332564	Pendle Borough Council	Improvements to Public Footpath	62.00	5160494	22.09.2025
01	10	2025	924 3099 24	Easy Web Sites	Website Management	6.16	01-440	01.10.2025
01	10	2025	126641675	Amberol Ltd	Railing Planter Liners	49.33	25636	23.09.2025
13	10	2025	213991308	Stately Lighting	Removal of Tree Lights	190.00	1142	07.10.2025
22	10	2025	408549284	Tax Assist	Payroll	2.30	31450	22.10.2025
28	10	2025	895296854	X2 Connect Ltd	K6 Closer Door Mounting	7.15	39974	16.10.2025
03	11	2025	924 3099 24	Easy Web Sites	Website Management	8.80	01-440	01.11.2025
14	11	2025	GB727255821	Clerk/RFO	Xmas Lantern Lights (Amazon)	35.42	Amazon	14.11.2025
14	11	2025	633964320	Clerk/RFO	Xmas Lanterns (LBS)	16.80	LBS	13.11.2025
24	11	2025	408549284	Tax Assist	Payroll	2.30	31768	20.11.2025
25	11	2025	GB727255821	Clerk/RFO	Xmas Lantern Batteries (Amazon)	3.42	GB591BM2QAEUI	17.11.2025
25	11	2025	GB25330345	Clerk/RFO	Xmas Tree Lights (Solar Centre)	8.83	1023224	18.11.2025
25	11	2025	213991308	Stately Lighting	Xmas Tree Sough	245.00	1158	19.11.2025
26	11	2025	732917133	Pendle Leisure Trust	Free Swimming Scheme	89.00	214780	25.11.2025
01	12	2025	924 3099 24	Easy Web Sites	Website Management	8.36	01-440	01.12.2025
04	12	2025	198737245	Seal Calibration	Defib Pads & Batteries	45.80	75423	14.10.2025
04	12	2025	198737245	Seal Calibration	Defib Health Check	27.80	75103	20.10.2025
22	12	2025	408549284	Tax Assist	Payroll	2.30	32075	20.12.2025
02	01	2026	924 3099 24	Easy Web Sites	Website Management	8.36	01-440	01.01.2026
22	01	2026	408549284	Tax Assist	Payroll	2.30	32414	20.01.2026
02	02	2026	924 3099 24	Easy Web Sites	Website Management	8.36	01-440	01.02.2026
23	02	2026	408549284	Tax Assist	Payroll	2.30	32733	20.02.2026
02	03	2026	924 3099 24	Easy Web Sites	Website Management	8.36	01-440	01.03.2026
23	03	2026	408549284	Tax Assist	Payroll	2.30	33028	20.03.2028

**Total**

**£1,973.78**

Granted on	Received	Provider	Description	Remittance	Statement	Amount £	Spent £	Remaining	Date Spent	Description of Expenditure	Minute Ref.
01.08.23	11.09.23	WCAC	For Kelbrook Pheonix FC	HEH0336315		£1,600.00	£1,600.00	£0.00	25.10.23	Cheque given to Kelbrook Pheonix FC for facility reburishment	
	19.02.24	LCC	Community Orchard	OPS0339368		£500.00	£500.00	£0.00	18.05.24	Fruit Trees and Compost	
06.02.24	26.02.24	WCAC	Improvements to Kelbrook Park	ECO0339611		£567.90	£567.90	£0.00	16.06.25	Repairs to Soft Pour Edging provided by Bounceback Ltd	2025.10.07.6.2
05.11.24	25.11.24	WCAC	Soft Pour Repair for Kelbrook Park	ECO0345571		£1,857.91	£1,412.10	£445.81	16.06.25	Repairs to Soft Pour Edging provided bu Bounceback Ltd	2025.10.07.6.2
	20.11.23	LCC	Biodiversity Payment 2023/24	3237228		£300.00	£246.66	£53.34	01.10.25	Approved to spend on Railing Planter Liners and Plants	25.10.07.11.4
	13.06.24	LCC	Biodiversity Payment 2024/25	100836161		£300.00	£0.00	£300.00		Approved to spend on Railing Planter Liners and Plants	25.10.07.11.4
	20.11.23	LCC	Local Delivery Scheme 2023/24	3237228		£500.00	£490.00	£10.00	Multiple	Approved to spend on Footpath improvement/Village Weeding	25.12.06.11.8
	13.06.24	LCC	Local Delivery Scheme 2024/25	100836160		£500.00	£0.00	£500.00		Approved to spend on Weed control	25.10.07.6.5
06.02.24	26.02.24	WCAC	Sough Park Footpath Improvements	ECO0339610		£1,375.00	£0.00	£1,375.00			

Opening Balance	01.04.2025	£5,400.81
Expenditure	Full Year	<u>£2,716.66</u>
Closing Balance	31.03.2026	<u><u>£2,684.15</u></u>
Of which:		
		<u>£1,375.00</u> Not allocated
		<u><u>£1,309.15</u></u> Approved to spend

**Examined, Certified  
& Verified By:  
Clerk & RFO**

*Kelvin Shawlock*

Date: 31/3/26

chair:

clerk:

clerk:

ITEM	CAT	BUDGET £	ACTUAL £	OVER £	UNDER £	Comments
Maintenance	MTN	2,000.00	2,679.15	679.15	-	£1,040 Benches, £984 light removal
Sough Park	PRK	4,710.00	-	-	-4,710.00	NO INVOICE RECEIVED
Kelbrook Weekly Playground Inspection	PRK	1,579.24	1,579.24	-	-	
Kelbrook Annual Playground Inspection	PRK	72.50	72.50	-	-	
Payroll	PAY	3,450.00	3,382.56	-	67.44	
HMRC	PAY	864.00	723.95	-	140.05	
Tax Assist	PAY	140.00	198.00	58.00	-	
Internal Audit	AUD	480.00	480.00	-	-	
External Audit	AUD	210.00	210.00	-	-	
Website	WEB	470.00	471.75	1.75	-	
Insurance	INS	250.00	858.28	608.28	-	Changed Insurer to reflect needs
Village Hall Rent	REN	220.00	66.00	-	154.00	
Lock Up Rent	REN	320.00	330.00	10.00	-	Increases with no consultation
Subscriptions to LALC & NALC	SUB	195.03	195.03	-	-	
Subscription for Office 365	SUB	110.00	104.99	-	5.01	
Subscription for ICO	SUB	50.00	47.00	-	3.00	
Cyber Security	IT	-	14.99	14.99	-	
Consumables	CON	100.00	-	-	100.00	
Training	TRA	300.00	120.00	-	180.00	
Free Swimming	GRA	350.00	445.00	95.00	-	Unexpected increase
Grants	GRA	750.00	652.50	-	97.50	
Unity Bank Charges	BSC	80.00	73.00	-	7.00	Increase £1/month from March 26
Sough Xmas Tree	XMS	-	1,225.00	1,225.00	-	Not budgeted
Xmas Festivities	XMS	-	270.11	270.11	-	Not budgeted
<b>CONTINGENCY</b>		1,000.00	214.16	-	785.84	Bus Shelter repair
<b>Earmarked Reserves</b>	RFC	5,400.81	2,716.66	-	2,684.15	
<b>Total</b>		<b>23,101.58</b>	<b>17,129.87</b>	<b>2,962.28</b>	<b>-8,933.99</b>	

Examined, Certified  
& Verified By:  
Clerk & RFO

*Kelvin Shawlock*

Date: 31/3/26

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## KELBROOK AND SOUGH PARISH COUNCIL BUDGET NARRATIVE 25\_26

### BUDGET 25\_26

Inclusive of earmarked reserves the Parish Council budgeted to spend £23,101.58. The opening bank balance at 01.04.2025 was £24,333.15. With an income of £17,508.47 coming from precept of £15,767, VAT claim (24\_25) of £1,489.51 and a precept interest payment of £251.96 the projected closing bank balance at 31<sup>st</sup> March 2026 was expected to be £18,740.04, all of which would be general reserves based on the assumption that all of the £5400.81 earmarked reserves would be spent.

### ACTUAL 25\_26

The closing bank balance at 31.03.2026 was £23,022.97 with £20,338.82 in General Reserves and £2,684.15 in Earmarked Reserves. Net variance to budget was £5,971.71 under spent. The significant net budget variances are detailed below:

#### Under Budget

Sough Park Maintenance Contribution	£4,710.00 (Not Invoiced)
Contingency	£ 785.84
9 other budget lines	£ 754.00
<b>Total</b>	<b>£6,249.84</b>

The standout under budget item relates to the Sough Park contribution where no invoice has been received. There is no budget contribution for 26\_27.

#### Over or Not Budgeted

Sough Xmas Tree	£1,225.00
Maintenance	£ 679.15 (2 benches & light removal)
Insurance	£ 608.28 (changed to reflect needs)
Xmas Trimmings	£ 270.11
5 other budget items	£ 179.74
<b>Total</b>	<b>£2,962.28</b>

The Xmas Tree resulted from being unable to plant a living tree due to its proximity to the highway. The trimmings were a one-off purchase and will be used in future years in both villages. The maintenance budget line includes 2 x one off spends. £1,040 capital on 2 new benches and £985.75 removing all the tree lights in Kelbrook and Sough. Council changed Insurance provider to reflect its needs.

## EARMARKED RESERVES

From the original balance of £5,400.81 a total of £2,716.66 was used on projects for Kelbrook Park, Footpaths and Railing Planter liners. The remaining balance of **£2,684.15** is carried forward to 26\_27 budget.

### Conclusion

Kelbrook and Sough's budget is prepared on a net basis with claimed and unclaimed VAT shown as either income or expenditure on separate lines. The net variance to budget for 25\_26 is an underspend of £5,971.71 made up as follows:

Under Budget	£6,249.84
Earmarked Reserves not spent	£2,684.15
Over or Not Budgeted	£2,962.28
<b>Net variance to budget</b>	<b>£5,971.71 under spent</b>

The unspent budgets for Sough Park Maintenance and Earmarked Reserves dilutes the effect of the £3k overspend on the net budget variance and gross closing balance.

Had the budgets for Sough Park and Earmarked reserves been realised the closing balance would be reduced from £23,022.97 to £15,628.82 giving a Net budget variance of £1,422.44 overspent.

Karen Shorrocks

Clerk & RFO

Kelbrook & Sough Parish Council

		BUDGET £	ACTUAL £	WITH RESERVES & SP SPENT
Opening Balance 01.04.2025		24,333.15	24,333.15	24,333.15
<b>INCOME</b>				
	Precept	15,767.00	15,767.00	15,767.00
	VAT 24_25	1,489.51	1,489.51	1,489.51
	Other	251.96	536.96	536.96
	<b>Total Income</b>	<b>17,508.47</b>	<b>17,793.47</b>	<b>17,793.47</b>
<b>EXPENDITURE</b>				
	<b>Net</b>	<b>23,101.58</b>	<b>17,129.87</b>	<b>24,524.02</b>
	Unclaimed VAT 25_26	-	1,973.78	1,973.78
	<b>Total Expenditure</b>	<b>23,101.58</b>	<b>19,103.65</b>	<b>26,497.80</b>
<b>General Reserves</b>		<b>18,740.04</b>	<b>20,338.82</b>	<b>15,628.82</b>
<b>Earmarked Reserves</b>		<b>-</b>	<b>2,684.15</b>	<b>-</b>
<b>Closing Balance 31.03.2026</b>		<b>18,740.04</b>	<b>23,022.97</b>	<b>15,628.82</b>
	<b>Net Variance to budget</b>		<b>- 5,971.71</b>	<b>1,422.44</b>

Examined, Certified  
& Verified By:  
Clerk & RFO

*Baron Stawlock*

Date: 31/3/26