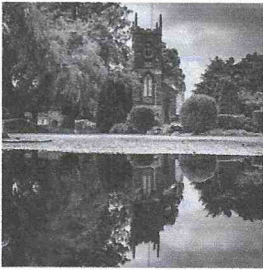


AGENDA

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
website: <https://www.kelbrookandsough-pc.gov.uk>



Meeting of Kelbrook and Sough Parish Council 10th September 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. Councillor Resignation

3. Attendance, Apologies and Non-attendance

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

4. Declarations of Interest

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

5. 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 at least 24 hours prior to the meeting.*

6. Minutes

To approve as an accurate representation, the draft minutes of the Annual Parish Council Meeting and the Parish Council Meeting both held on 14th July 2026.

7. 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.

7.1 Sough Bridge Mill possible environmental issue

Case Number 02402255

8. Reports from Meetings with other Organisations

8.1 West Craven Area Committee Meeting 4th August & 8th September 2026.

9. Matters arising from Correspondence

None.

10. Planning Matters

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

None.

AGENDA

11. Assets

11.1 Broken Picnic Bench Leg

11.2 Telephone Box

12. PPIF Funding Update

13. Residents Survey

14. AGAR 25_26

15. Paving at Kelbrook Beck

16. Common Land in Kelbrook and Sough

17. Road Surface at Cob Lane/Waterloo Road

18. Parish Trees

19. Area Committee Funding for Kelbrook and Sough

20. Pendle Local Plan 5th Edition 2025-2045 Scoping Report Consultation

21. Councillor Declarations of Interest

22. NALC Salary Scales – Pay Award

23. Local Government Reorganisation – Elections and LGR Teams Meeting with PBC

24. Sough Christmas Tree for 2026

25. Remembrance Day 2026

26. 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:

26.1 Receipts and Invoices from 1st July to 31st August 2026.

26.2 Cash Book inclusive of Earmarked Reserves (Attached)

➤ Balance on 31st July 2026 - £31,922.52

➤ Balance on 31st August 2026 - £30,880.30

26.3 General Reserves on 31st August 2026 - £23,469.49

26.4 July & August 2026 Bank Reconciliations (Attached)

26.5 July & August 2026 Bank Statements (Enc)

26.6 July & August Payment Schedules (Attached)

26.7 YTD Budget Analysis for July & August 2026 (Attached)

27. Earmarked Reserves Account (Attached)

27.1 Balance on 31th July 2026 - £6,410.81

27.2 Balance on 31st August 2026 £7,410.81

27.3 Legacy Fund

28. Date of Next Meeting

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 £
																	33,093.83	33,093.83
01	07	2026	U026		Easy Web	WEB	Website and email provision	DD	50.16	41.80	8.36	-	3154	2026.14.05.9	01.07.2026	924 3099 24	33,043.67	
07	07	2026	U026		Pendle Borough Council	PRK	Weekly Park Inspections (June)	BACS	191.52	159.60	31.92	-	5171798	2026.14.05.9	01.07.2026	175332564	32,852.15	
07	07	2026	U026		Cllr	CON	Norton Security	BACS	23.99	23.99	-	-	NP2128055147	2026.14.05.9	06.07.2026		32,828.16	
17	07	2026	U026		J Jobinson Plant Hire	GRA	Wood Chipping at Sough Park	BACS	420.00	420.00	-	-	1581	2026.14.07.13.2	05.06.2026		32,408.16	
22	07	2026	U026		Tax Assist	PAY	Payroll Administration	DD	14.63	12.19	2.44	-	34335	2026.14.05.9	20.07.2026	408549284	32,393.53	
23	07	2026	U026		HMRC	PAY	Cler/RFO Tax obligation	DD	198.80	198.80	-	-	581145 July 26	2026.14.05.9			32,194.73	
29	07	2026	U026		Clerk/RFO	PAY	Salary for July 2026	BACS	265.21	265.21	-	-	Month 4 July 2026	2026.14.05.9			31,929.52	
31	07	2026	U026		Unity Bank	BCS	Service Charge for May 2026	Debit	7.00	7.00	-	-	Month 4 July 2026	2026.14.05.9			31,922.52	
								Totals	1,171.31	1,128.59	42.72	-					31,922.52	31,922.52

Examined, Certified
& Verified By:
Clerk & RFO

Date: 31/8/26

cash:

cash:

cash:

D	M	YR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £
01	07	2026	Easy Web	WEB	Website and email provision	DD	50.16
07	07	2026	Pendle Borough Council	PRK	Weekly Park Inspections (June)	BACS	191.52
07	07	2026	Cllr	CON	Norton Security	BACS	23.99
17	07	2026	J Jobinson Plant Hire	GRA	Wood Chipping at Sough Park	BACS	420.00
22	07	2026	Tax Assist	PAY	Payroll Administration	DD	14.63
23	07	2026	HMRC	PAY	Cler/RFO Tax obligation	DD	198.80
29	07	2026	Clerk/RFO	PAY	Salary for July 2026	BACS	265.21
31	07	2026	Unity Bank	BCS	Service Charge for May 2026	Debit	7.00
					Totals		1,171.31

Examined, Certified
& Verified By:

Clerk & RFO

Veron Shawlock

Date: 3/8/26

cash:

cash:

cash:

MONTH

Jul-26
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	30.06.2026	33,093.83
PAYMENTS		1,171.31
RECEIPTS		-
CARRIED FORWARD BALANCE	31.07.2026	£ 31,922.52

BANK STATEMENT £

STATEMENT BALANCE	30.06.2026	33,093.83
PAYMENTS		1,171.31
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.07.2026	£ 31,922.52

Examined, Certified
& Verified By:
Clerk & RFO

Valen Gombock
Date: 31/8/26

cash:

cash:

cash:

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 reburbishment	
	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	£300.00	£0.00	Multiple	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	£300.00	£0.00	Multiple	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	£420.00	£955.00			
	29.06.26	PBC	Legacy Fund	FIN0359786		£4,500.00	£0.00	£4,500.00			

Opening Balance

01.04.2026

£6,830.81

Expenditure

17.06.2026

£420.00

Chilping at Sough Park

Income -

£0.00

Closing Balance

30.06.2026

£6,410.81

Of which:

£4,500.00

Not allocated

£510.00

Approved to spend on weed control

£445.81

Approved to spend on Park Refurbishment

£955.00

Approved to spend on Park Refurbishment

£6,410.81

Examined, Certified
& Verified By:

Clerk & RFO

Date: 3/8/26

Varon Shawlock

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ADMINISTRATION	CAT	Budget £	YTD £	REMAINING £	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27
Clerk & RFO Salary	PAY	3,591.38	1,061.24	2,530.14	265.41	265.21	265.41	265.21								
HMRC	PAY	888.30	391.80	496.50	193.00	-	-	198.80								
Payroll Admin	PAY	144.90	48.07	96.83	11.50	12.19	12.19	12.19								
Training & Development	TRA	300.00	-	300.00	-	-	-	-								
Internal Audit	AUD	494.40	500.00	-	5.60	500.00	-	-								
External Audit	AUD	216.30	-	216.30	-	-	-	-								
Website & Email Provision	WEB	501.60	167.20	334.40	41.80	41.80	41.80	41.80								
Cyber Security	IT	15.00	23.99	-	8.99	-	-	23.99								
Insurance	INS	858.28	863.28	-	5.00	863.28	-	-								
Village Hall Rent	REN	147.00	-	147.00	-	-	-	-								
Subscriptions to LALC & NALC	SUB	204.78	197.65	7.13	-	197.65	-	-								
Subscription for Office 365	SUB	110.00	-	110.00	-	-	-	-								
Subscription for ICO	SUB	52.50	-	52.50	-	-	-	-								
Consumables	CON	100.00	-	100.00	-	-	-	-								
Unity Bank Charges	BSC	72.00	28.00	44.00	7.00	7.00	7.00	7.00								
Total Administration		7,696.44	3,281.23	4,415.21	518.71	1,887.13	326.40	548.99	-	-	-	-	-	-	-	-
SERVICES/AMENITY		Budget £														
Asset Maintenance	MTN	2,000.00	236.58	1,763.42	41.00	-	195.58	-								
Gardener	MTN	-	-	-	-	-	-	-								
Lengthsman	MTN	550.00	-	550.00	-	-	-	-								
Weekly Playground Inspection	PRK	829.10	287.28	541.82	-	-	127.68	159.60								
Annual Playground Inspection	PRK	76.13	-	76.13	-	-	-	-								
Defibrillator	MTN	-	-	-	-	-	-	-								
Community Grants	GRA	780.00	-	780.00	-	-	-	-								
Free Swim Scheme	GRA	467.25	467.25	-	467.25	-	-	-								
Lock Up Rent	REN	340.00	-	340.00	-	-	-	-								
Xmas Trees + Lights	XMS	1,300.00	-	1,300.00	-	-	-	-								
Contingency		1,000.00	-	1,000.00	-	-	-	-								
Total Service/Amenities		7,342.48	991.11	6,351.37	508.25	-	323.26	159.60	-	-	-	-	-	-	-	-
Earmarked Grant Funding	EGF	6830.81			-	-	-	420.00								
Total Earmarked Grant Funding		6830.81	420.00	6,410.81	-	-	-	420.00	-	-	-	-	-	-	-	-

**Examined, Certified
& Verified By:**
Clerk & RFO
Wen Shawack
Date: 31/8/26

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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 £
																	31,922.52	31,922.52
3	08	2026	U027		Easy Web	WEB	Website and email provision	DD	50.16	41.80	8.36	-	3819	2026.14.05.9	01.08.2026	924 3099 24	31,872.36	
4	08	2026	U027		PKF Little John	AUD	External AGAR Audit 25_26	BACS	252.00	210.00	42.00	-	SB20260302	2026.14.05.9	31.07.2026	440496250	31,620.36	
13	08	2026	U027		Pendle Borough Council	PRK	Weekly Park Inspections (July)	BACS	153.22	127.68	25.54	-	5172697	2026.14.05.9	03.08.2026	175332564	31,467.14	
24	08	2026	U027		Tax Assist	PAY	Payroll Administration	DD	14.63	12.19	2.44	-	34663	2026.14.05.9	20.08.2026	408549284	31,452.51	
28	08	2026	U027		ClerkRFO	PAY	Salary for August 2026	BACS	265.21	265.21	-	-	Month 5 August 2026	2026.14.05.9			31,187.30	
28	08	2026	U027		Chimney Sweep Clean Ltd	REN	Lock Up Rent	BACS	300.00	300.00	-	-	JOB563	2026.14.05.9	Aug-26		30,887.30	
31	08	2026	U027		Unity Bank	BCS	Service Charge for May 2026	Debit	7.00	7.00	-	-	Month 5 August 2026	2026.14.05.9			30,880.30	
							Totals		1,042.22	963.88	78.34	-					30,880.30	30,880.30

**Examined, Certified
& Verified By:**

Clerk & RFO

Wendy Howlock

Date: *4/9/26*

CHAIR :

CLERK :

CLERK :

D	M	YR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £
3	08	2026	Easy Web	WEB	Website and email provision	DD	50.16
4	08	2026	PKF Little John	AUD	External AGAR Audit 25_26	BACS	252.00
13	08	2026	Pendle Borough Council	PRK	Weekly Park Inspections (July)	BACS	153.22
24	08	2026	Tax Assist	PAY	Payroll Administration	DD	14.63
28	08	2026	Clerk/RFO	PAY	Salary for August 2026	BACS	265.21
28	08	2026	Chimney Sweep Clean Ltd	REN	Lock Up Rent	BACS	300.00
31	08	2026	Unity Bank	BCS	Service Charge for May 2026	Debit	7.00
						Totals	1,042.22

Examined, Certified

& Verified By:

Clerk & RFO

Karen Shawlock

Date: 4/9/26

CHAIL:

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MONTH

Aug-26
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	31.07.2026	31,922.52
PAYMENTS		1,042.22
RECEIPTS		-
CARRIED FORWARD BALANCE	31.08.2026	£ 30,880.30

BANK STATEMENT £

STATEMENT BALANCE	31.07.2026	31,922.52
PAYMENTS		1,042.22
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.08.2026	£ 30,880.30

Examined, Certified
& Verified By:

Clerk & RFO

Karen Shawcock

Date: 4/9/26

chair:

cash:

cash:

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 reburbsiment	
	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	£1,857.91	£0.00	16.06.25	Balance Virement for Park Refurb (14.07.2026)	2025.10.07.6.2
	20.11.23	LCC	Biodiversity Payment 2023/24	3237228		£300.00	£300.00	£0.00	Multiple	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	£300.00	£0.00	Multiple	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	£1,375.00	£0.00		Balance Virement for Park Refurb (14.07.2026)	
	29.06.26	PBC	Legacy Fund	FIN0359786		£4,500.00	£0.00	£4,500.00		Not Resolved to date	
14.07.2026		PBC/KSPC	Kelbrook Park Refurb			£2,400.81	£0.00	£2,400.81		Park Refurb includes Virements + £1,000 from General Reserves	

Opening Balance	01.08.2026	£7,410.81
Expenditure		£0.00
Closing Balance	31.08.2026	£7,410.81

Of which	Allocated	£2,400.81	Park Refurb (Includes £1,000 from General Reserves for Match Funding)
	Allocated	£510.00	Weed Control
	Unallocated	£4,500.00	Legacy Funding
	Total	£7,410.81	

Examined, Certified
& Verified By:
Clerk & RFO
Karen Storrack
Date: *11/9/26*

chair:
cur:
cur:

ADMINISTRATION	CAT	Budget £	YTD £	REMAINING £	Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27
Clerk & RFO Salary	PAY	3,591.38	1,326.45	2,264.93	265.41	265.21	265.41	265.21	265.21							
HMRC	PAY	888.30	391.80	496.50	193.00	-	-	198.80	-							
Payroll Admin	PAY	144.90	60.26	84.64	11.50	12.19	12.19	12.19	12.19							
Training & Development	TRA	300.00	-	300.00	-	-	-	-	-							
Internal Audit	AUD	494.40	500.00	- 5.60	-	500.00	-	-	-							
External Audit	AUD	216.30	210.00	6.30	-	-	-	-	210.00							
Website & Email Provision	WEB	501.60	209.00	292.60	41.80	41.80	41.80	41.80	41.80							
Cyber Security	IT	15.00	23.99	- 8.99	-	-	-	23.99	-							
Insurance	INS	858.28	863.28	- 5.00	-	863.28	-	-	-							
Village Hall Rent	REN	147.00	-	147.00	-	-	-	-	-							
Subscriptions to LALC & NALC	SUB	204.78	197.65	7.13	-	197.65	-	-	-							
Subscription for Office 365	SUB	110.00	-	110.00	-	-	-	-	-							
Subscription for ICO	SUB	52.50	-	52.50	-	-	-	-	-							
Consumables	CON	100.00	-	100.00	-	-	-	-	-							
Unity Bank Charges	BSC	72.00	- 35.00	37.00	7.00	7.00	7.00	7.00	7.00							
Total Administration		7,696.44	3,817.43	3,879.01	518.71	1,887.13	326.40	548.99	536.20	-	-	-	-	-	-	-
SERVICES/AMENITY		Budget £														
Asset Maintenance	MTN	2,000.00	236.58	1,763.42	41.00	-	195.58	-	-							
Gardener	MTN	-	-	-	-	-	-	-	-							
Lengthsman	MTN	550.00	-	550.00	-	-	-	-	-							
Weekly Playground Inspection	PRK	829.10	415.16	413.94	-	-	127.68	159.60	127.88							
Annual Playground Inspection	PRK	76.13	-	76.13	-	-	-	-	-							
Defibrillator	MTN	-	-	-	-	-	-	-	-							
Community Grants	GRA	780.00	-	780.00	-	-	-	-	-							
Free Swim Scheme	GRA	467.25	467.25	-	467.25	-	-	-	-							
Lock Up Rent	REN	340.00	300.00	40.00	-	-	-	-	300.00							
Xmas Trees + Lights	XMS	1,300.00	-	1,300.00	-	-	-	-	-							
Contingency		1,000.00	-	1,000.00	-	-	-	-	-							
Total Service/Amenities		7,342.48	1,418.99	5,923.49	508.25	-	323.26	159.60	427.88	-	-	-	-	-	-	-

**Examined, Certified
& Verified By:**

Clerk & RFO

Valed Sharlock
Date: 14/9/26

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