

KELBROOK AND SOUGH PARISH COUNCIL



Chair: Cllr C. Elley
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Kelbrook and Sough Parish Council Meeting
Thursday 12th February 2026
7pm Kelbrook Village Hall

26.12.02.1 Welcome

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

26.12.02.2 Attendance, Apologies and Non-attendance

2.1 Recorded attendees were Cllr Elley, Cllr Ashley, Cllr Wright, Cllr Galway, Cllr Lancaster.

2.2 Accepted apologies were received from Cllr Mayers

26.12.02.3 Declarations of Interest

Cllr Ashley declared an interest as a school governor in Agenda Item 11 – Parking in relation to the effects on the school. Eligible to take part in the discussion and vote if required as no financial gain perceived.

26.12.02.4 Public Participation

Nothing raised.

26.12.02.5 Parish Council Meeting

Resolved: To accept as an accurate representation the minutes of the meeting held 15th January 2026.

26.12.02.6 Update on Items and Issues from Previous Minutes

6.1 Sough Bridge Mill possible environmental issue

Case No. 02402255 – Email sent requesting an update. No response received to date.

6.3 Parish Council Facebook Page

Cllr Ashley to be a secondary administrator. Ready to launch. Old page to be removed.

26.12.02.7 Reports from Meetings with other Organisations

7.1 WCAC Meetings

Attended by Cllr Ashley who gave an update on the Planning Application for the bungalow at Old Stone Trough Lane, deferred to WCAC for a decision. Cllr Ashley advised WCAC that the application did not conform to the requirements of Kelbrook and Sough Neighbourhood Plan as it was outside the settlement boundary and the proposed cladding did not meet building material requirements. With the recent introduction of the Pendle Local Plan WCAC decided to defer any decision to the next meeting pending a site visit. Clerk/RFO advised there was still time for council to register an objection to the application which was declined.

26.12.02.8 Matters arising from Correspondence

8.1 Email received from Chair of Governors, Kelbrook School. (See Agenda Item 11)

26.12.02.9 Planning Matters

26/0078/FUL – Conversion of existing derelict mill to form 1 no. dwelling with associated parking and garden areas at the remains of Dotcliffe Mill, Dotcliffe Road, Kelbrook. Comments required by 3rd March 2026.

Resolved: As the planning application was received on 10th February 2026 council require more time to consider the detail to make a decision. Resolved to object if the application does not meet the requirements of the Neighbourhood Plan.

26.12.02.10 Impact Fund

As the 12-month rolling lease prevents grant applications, Council confirmed that a modest refurbishment of Kelbrook Park had been put forward for consideration. Total requirement for the project is £5k with match funding requested which council considered. Cllr Ashley will pursue the lease issue with Jonathon Hinder.

Resolved: To offer £1k from general reserves for refurbishment of Kelbrook Park as match funding in return for £4k of Impact Funding. Clerk to email PBC.

MINUTES

26.12.02.11 Parking

Chair of Governors and Head Teacher were present representing Kelbrook School and had requested to speak. The Head Teacher with permission read out correspondence received from a parent detailing a near miss when collecting their child from after school club. Whilst driving up Waterloo Road a child ran across the road to get into a vehicle parked immediately opposite the entrance. Clerk/RFO presented information received from LCC relating to current TPO's and DYL's currently in operation in the village (**map attached**). Information from previous Traffic Liaison Meetings was also shared in relation to requests to solve concerns. Clerk made everyone aware that any enforcement needs to be there at the point of an alleged offence to be able to act and that photographs and registration numbers of vehicles are pointless. It was also pointed out that any enforcement on Colne Road or in the lay-by may result in additional traffic being forced into the village and onto Waterloo Road. The main concern relates to the section of road immediately opposite the entrance to the school which is a particular favourite for parking of vans and parents. School have tried cones to prevent this from happening to no avail. The walking 'bus' was discussed however, staffing and take-up can be an issue. LCC confirmed that parking on grass verges and pavements is a County wide issue and that providing suitable obstructions to prevent it from happening like bollards etc is not financially viable due to funding restrictions.

Resolved: Council and School have no wish to force additional traffic onto Waterloo Road through enforcement of the lay-by and Colne Road TPO's currently in existence. Clerk to liaise with LCC contacts to see what, if anything can be done about the road opposite the entrance to school. Escalate to MP if required.

26.12.02.12 Assets and 'Get it Done' Days

Noted: Not discussed. Item is a list of things to be carried out during the Get it Done Days.

26.12.02.13 Appointment of Internal Auditor for 25_26 Audit.

Resolved: To use Internal Audit Yorkshire. Clerk to confirm 10th April (already offered by IA).

26.12.02.14 Finance

14.1-14.5 **Resolved:** Payments, Receipts, Cash Book, Banck Reconciliation, Bank Statement and Budget Analysis were all approved and countersigned for February 2026.

Noted: No invoice received from PBC for park maintenance.

14.6 Earmarked Reserves **Noted.**

26.12.02.15 Precept for 26_27

Noted: Documentation was submitted to PBC on 30.01.2026.

26.12.02.16 Internal Control Review

Noted: Carried out on 09.02.2026 by Cllr Lancaster. No issues reported.

26.12.02.17 Date of next Meeting(s)

12th March 2026

9th April 2026

The meeting closed at 8:10pm