

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
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Meeting of Kelbrook and Sough Parish Council 12th February 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.

A member with a disclosable interest in any item may not participate in any discussion of the matter at the meeting. In addition, a member with a disclosable interest shall leave the room where the meeting is held while any discussion or voting takes place.

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 at least 24 hours prior to the meeting.

Questions for Council requiring a more detailed answer should be sent via post/email to the Clerk using the Village Hall address or at clerk@kelbrookandsough-pc.gov.uk one week prior to the meeting.

5. Minutes

To approve as an accurate representation, the draft minutes of the meeting held on 15th January 2026.

6. Update of Items and Issues from previous minutes

Items are presented here for information only, no resolutions to arise from such updates, a verbal update from the Cllr's can be received on any matters from the previous minutes and not covered as an item on this agenda.

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

AGENDA

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 3rd February 2026.

8. Matters arising from Correspondence

8.1 Email received 04.02.2026 from the Chair of Governors, Kelbrook School. (See Agenda Item 11).

9. Planning Matters

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

Nothing received.

10. Impact Fund

11. Parking

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

13. Appointment of Internal Auditor for 25_26 Audit.

14. 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:

14.1 Payments, receipts and Invoices from 1st Jan – 31st Jan 2026.

14.2 Cash Book inclusive of Ringfenced Grant Income (Attached)

➤ Balance as of 31st Jan 2026 - £23,830.14

14.3 Jan 2026 Bank Reconciliation (Attached)

14.4 Jan 2026 Bank Statement (Enc)

14.5 25_26 Budget Analysis YTD (Attached)

14.6 Earmarked Reserves

➤ Remaining Balance - £863.34 Allocated - £1,375.00 Unallocated

15. Precept for 2026_27

To note that the agreed, signed off documentation was submitted to PBC on 30.01.2026.

16. Internal Control Review

17. Date of Next Meeting

12th March 2026 @7pm, Kelbrook Village Hall

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															24,349.93	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			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			HMRC	PAY	Tax	DD	192.80	192.80	-	-		2025.18.03.11.6			24,093.17	
30	01	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			Unity Bank	BCS	Service Charge for Dec 2025	Debit	6.00	6.00	-	-	Jan-25	2025.18.03.11.6			23,830.14	
Totals									519.79	509.13	10.66	-					23,830.14	23,830.14

Examined, Certified
& Verified By:
Clerk & RFO

Karen Shawlock
Date: 5/2/26

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MONTH

Jan-26
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE

31.12.2025	24,349.93
PAYMENTS	519.79
RECEIPTS	-
CARRIED FORWARD BALANCE	31.01.2026 £ 23,830.14

BANK STATEMENT £

STATEMENT BALANCE	31.12.2025	24,349.93
PAYMENTS		-
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.01.2026	£ 23,830.14

Examined, Certified
& Verified By:
Clerk & RFO

Verdel Shawcock

Date: 5/2/26

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ITEM	CAT	BUDGET £	YTD £	REMAINING £	Comments	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Maintenance	MTN	2,000.00	2,679.15	-		-	-	145.00	140.40	1,040.00	-	985.75	-	368.00	-		
Sough Park	PRK	4,710.00	-	4,710.00		-	-	-	-	-	-	-	-	-	-		
Kelbrook Weekly Playground Inspection	PRK	1,579.24	1,579.24	-	Complete	-	-	-	-	-	1,579.24	-	-	-	-		
Kelbrook Annual Playground Inspection	PRK	72.50	72.50	-	Complete	-	-	-	-	-	72.50	-	-	-	-		
Payroll	PAY	3,450.00	2,868.30	581.70		316.63	435.23	316.43	257.23	257.03	257.23	257.03	257.23	257.23	257.03		
HMRC	PAY	864.00	723.95	140.05		-	-	90.45	296.55	-	-	144.15	-	-	192.80		
Tax Assist	PAY	140.00	115.00	25.00		11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50	11.50		
Internal Audit	AUD	480.00	480.00	-	Complete	480.00	-	-	-	-	-	-	-	-	-		
External Audit	AUD	210.00	210.00	-	Complete	-	-	-	210.00	-	-	-	-	-	-		
Website	WEB	470.00	388.15	81.85		39.79	39.79	39.79	39.79	39.79	30.80	30.80	44.00	41.80	41.80		
Insurance	INS	553.04	858.28	-	Complete	-	858.28	-	-	-	-	-	-	-	-		
Village Hall Rent	REN	220.00	66.00	154.00		-	-	-	-	-	-	66.00	-	-	-		
Lock Up Rent	REN	320.00	330.00	-	Complete	-	-	330.00	-	-	-	-	-	-	-		
Subscriptions to LALC & NALC	SUB	195.03	195.03	-	Complete	195.03	-	-	-	-	-	-	-	-	-		
Subscription for Office 365	SUB	110.00	-	110.00		-	-	-	-	-	-	-	-	-	-		
Subscription for ICO	SUB	50.00	-	50.00		-	-	-	-	-	-	-	-	-	-		
Cyber Security	IT	-	14.99	-											-		
Consumables	CON	100.00	-	100.00		-	-	-	14.99	-	-	-	-	-	-		
Training	TRA	300.00	120.00	180.00		-	-	-	120.00	-	-	-	-	-	-		
Free Swimming	GRA	350.00	445.00	-		-	-	-	-	-	-	-	445.00	-	-		
Grants	GRA	750.00	625.00	125.00		-	250.00	-	-	-	125.00	250.00	-	-	-		
Unity Bank Charges	BSC	80.00	60.00	20.00		6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00		
Sough Xmas Tree	XMS	-	1,225.00	-									1,225.00	-			
Xmas Festivities	XMS	-	270.11	-									270.11	-			
CONTINGENCY		1,000.00	214.16	785.84		-	-	-	-	-	214.16	-	-	-	-		
Total		18,003.81	13,539.86	7,063.44		1,048.95	1,600.80	939.17	1,096.46	1,354.32	2,296.43	1,751.23	2,258.84	684.53	509.13	-	-

	BUDGET £	FORECAST £	
Opening Balance 01.04.2025	24,333.15	24,333.15	
Precept	15,767.00	15,767.00	
Other Income	251.96	476.96	
VAT REFUND 24_25	1,489.51	1,489.51	
Budget	18,003.81	20,603.30	2,599.49 Overspend
Earmarked Reserves	5,400.81	3,162.47	2,238.34 Not Spent
Projected Closing Balance 31.03.2026	<u>18,437.00</u>	<u>18,300.85</u>	

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

Veron Stanwick

Date: 5/2/26

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