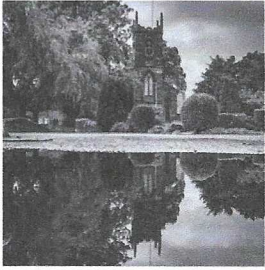
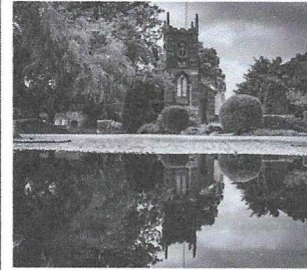


AGENDA

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 14th May 2026 at Conclusion of APCM 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 at least 24 hours prior to the meeting.*

5. Minutes

To approve as an accurate representation, the draft minutes of the meeting held on 9th April 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

7.1 West Craven Area Committee Meeting 12th May 2026.

8. Matters arising from Correspondence

None.

9. Planning Matters

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

None.

AGENDA

10. Weed Control

- 10.1 Green Bin Scheme subscription.
- 10.2 Purchase Salt and White Vinegar for weed spraying.

11. Assets and 'Get it Done' Days

- 11.1 Notices to Dog Walkers
- 11.2 Siting of 2 new Benches
- 11.3 Broken Picnic Bench Leg
- 11.4 Broken Bench (Car Damage)
- 11.5 Asset Appraisal
- 11.6 Planters
- 11.7 Litter Pick

12. 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:

- 12.1 Payments, receipts, and Invoices from 1st – 30th April 2026.
- 12.2 Cash Book inclusive of Earmarked Reserves (Attached)
 - Balance on 30th April 2026 - £31,749.68
- 12.3 April 2026 Bank Reconciliation (Attached)
- 12.4 April 2026 Bank Statement (Enc)
- 12.5 Payment Schedule 1st – 30th April 2026. (Attached)
- 12.6 Receipt of Q1 and Q2 Precept Payment £7,884.00

13. Earmarked Reserves Account (Attached)

- 13.1 To discuss allocation of £1,375 awarded by WCAC for Sough Park Footpath Improvements.

14. PIP Funding

- 14.1 Paperwork received from PBC. To discuss options for refurbishment.

15. Dog Fouling Sough Park

16. Policy Reviews

16.1 To review and adopt the following policies (previously circulated)

- Complaints
- GDPR Data Breach
- Equal Opportunities
- Grants and Donations
- Internal Audit
- Persistent and Vexatious Complaints
- Retention Schedule
- Social Media
- Unacceptable Behaviour and Disorderly Conduct
- Publication Scheme

17. 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 £
1	4	2026															23,022.97	23,022.97
01	04	2026	U023		Easy Web	WEB	Website and email provision	DD	50.16	41.80	8.36	-	1197		01.04.2026	924 3099 24	22,972.81	
17	04	2026		HMRC			VAT Claim 25_26	BACS	-	-	-	1,973.78	XSV126000111842				24,946.59	
22	04	2026			Tax Assist	PAY	Payroll Administration	DD	13.80	11.50	2.30	-	33337		20.04.2026	408549284	24,932.79	
23	04	2026			HMRC	PAY	Cler/RFO Tax obligation	DD	193.00	193.00	-	-					24,739.79	
27	04	2026			Pendle Leisure Trust	GRA	Free Swim Scheme	BACS	560.70	467.25	93.45	-	215069		01.03.2026	732917133	24,179.09	
27	04	2026		Pendle Borough Council		PRE	Precept Q1 & Q2	BACS	-	-	-	7,884.00	FIN0358008				32,063.09	
28	04	2026			Clerk/RFO	MTN	PBC Garden Waste Scheme	BACS	41.00	41.00	-	-	JADU00174314				32,022.09	
30	04	2026			Clerk/RFO	PAY	Salary for April 2026	BACS	265.41	265.41	-	-	Payslip Apr 26				31,756.68	
30	04	2026			Unify Bank	BCS	Service Charge for April 2026	Debit	7.00	7.00	-	-	Apr-26				31,749.68	
TOTALS									1,131.07	1,026.96	104.11	9,857.78					31,749.68	31,749.68

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

Karen Snowcock
Date: *9/5/26*

CHAIR:

CLERK:

CLERK:

MONTH	Apr-26
	RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	31.03.2026	23,022.97
PAYMENTS		1,131.07
RECEIPTS		9,857.78
CARRIED FORWARD BALANCE	30.04.2026	£ 31,749.68

BANK STATEMENT £

STATEMENT BALANCE	31.03.2026	23,022.97
PAYMENTS		1,131.07
RECEIPTS		9,857.78
ADJUSTED BANK BALANCE	30.04.2026	£ 31,749.68

Examined, Certified
& Verified By:

Clerk & RFO

Wafar Stanock
Date: *9/5/26*

curk

curk:

curk:

D	M	YR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £
01	04	2026	Easy Web	WEB	Website and email provision	DD	50.16
22	04	2026	Tax Assist	PAY	Payroll Administration	DD	13.80
23	04	2026	HMRC	PAY	Clerk/RFO Tax obligation	DD	193.00
27	04	2026	Pendle Leisure Trust	GRA	Free Swim Scheme	BACS	560.70
28	04	2026	Clerk/RFO	MTN	PBC Garden Waste Scheme	BACS	41.00
30	04	2026	Clerk/RFO	PAY	Salary for April 2026	BACS	265.41
30	04	2026	Unity Bank	BCS	Service Charge for April 2026	Debit	7.00
						TOTALS	1,131.07

**Examined, Certified
& Verified By:**

Clerk & RFO

Wafon Shewock

Date: *9/5/26*

CHAIR:

CLERK:

CLERK:

ADMINISTRATION	CAT	Budget £	YTD £	REMAINING £	Apr-26
Clerk & RFO Salary	PAY	3,591.38	265.41	3,325.97	265.41
HMRC	PAY	888.30	193.00	695.30	193.00
Payroll Admin	PAY	144.90	11.50	133.40	11.50
Training & Development	TRA	300.00	-	300.00	-
Internal Audit	AUD	494.40	-	494.40	-
External Audit	AUD	216.30	-	216.30	-
Website & Email Provision	WEB	501.60	41.80	459.80	41.80
Cyber Security	IT	15.00	-	15.00	-
Insurance	INS	858.28	-	858.28	-
Village Hall Rent	REN	147.00	-	147.00	-
Subscriptions to LALC & NALC	SUB	204.78	-	204.78	-
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	7.00	65.00	7.00
Total Administration		7,696.44	518.71	7,177.73	518.71
SERVICES/AMENITY		Budget £			
Asset Maintenance	MTN	2,000.00	41.00	1,959.00	41.00
Gardener	MTN	-	-	-	-
Lengthsman	MTN	550.00	-	550.00	-
Weekly Playground Inspection	PRK	829.10	-	829.10	-
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	508.25	6,834.23	508.25

**Examined, Certified
& Verified By:**
Kelen Stoweck
Date: 9/5/26

CHAK:

CLLH:

CLLH:

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	£1,412.10	£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	01.04.2026	£2,684.15
Expenditure		£0.00
Closing Balance	30.04.2026	<u>£2,684.15</u>
Of which:		<u>£1,375.00</u> Not allocated
		<u>£1,309.15</u> Approved to spend

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

Karen Starbeck
Date: *9/5/26*

CHAIR:
CUK:
CUK: