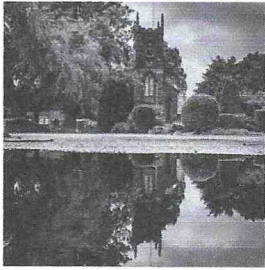
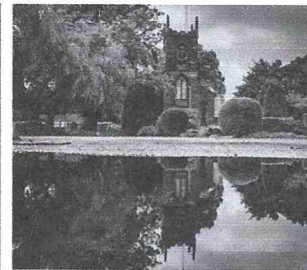


AGENDA

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 July 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 at least 24 hours prior to the meeting.*

5. 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 May 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

7. Reports from Meetings with other Organisations

7.1 West Craven Area Committee Meeting 9th June and 7th July 2026.

8. Matters arising from Correspondence

8.1 Email received regarding flags on lampposts. (Enclosed)

8.2 Email received regarding Calderdale Wind Farm (Enclosed)

9. Planning Matters

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

None.

AGENDA

9.1 ROW/PPH/10003 THE BOROUGH COUNCIL OF PENDLE DIVERSION OF PUBLIC FOOTPATH FP1305054 AT CRAVEN GAME FARM KELBROOK ORDER 2025

10. Assets

10.1 Broken Picnic Bench Leg

10.2 Broken Bench (Car Damage)

10.3 To note that spend to date from the Plant Budget of £750.00 is as follows:

➤ Railing Planters £504.00 gross, £396.00 nett.

➤ Bedding Plants £200.00 gross, £160.00 nett.

Total spend to date is £496.00 nett made up from £353.34 from Earmarked Reserve account (Biodiversity Grant balance), and £142.66 from General Reserve account. Remaining Plant Budget is £254.00

11. Policy Review Procedure

11.1 To discuss review frequency.

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 Payment Schedules for May & June 2026 with receipts, and Invoices from 1st May to 30th June 2026.

12.2 Cash Book inclusive of Earmarked Reserves (Attached)

➤ Balance on 31st May 2026 - £29,851.75

➤ Balance on 30th June 2026 - £33,093.83

12.3 May & June 2026 Bank Reconciliations (Attached)

12.4 May & June 2026 Bank Statements (Enc)

12.5 May & June Payment Schedules (Attached)

12.6 YTD Budget Analysis for May & June 2026 (Attached).

13. Earmarked Reserves Account (Attached)

13.1 Balance as at 30th June 2026 - £6,830.81

13.1 To discuss allocation of £1,375 awarded by WCAC for Sough Park Footpath Improvements and to consider payment of invoice for £420.00. Chipper hire and labour provision for improvements to tree line behind Earby side goal on Sough Park.

13.2 To discuss remaining £445.81 from the Soft Pour Grant for Kelbrook Park.

13.3 To note that £4,500 Legacy Funding has been received from PBC and to discuss possible use.

14. PIP Funding

14.1 Clerk/RFO to give an update.

15. Residents Survey

To note that a working group has been set up to facilitate a Residents Survey. Council representation will be Clerk/RFO and Cllr Ashley.

16. AGAR 25_26

To note that the Kelbrook and Sough Parish Council AGAR for 25_26 was submitted to PKF Littlejohn for consideration on 20th May 2026. The notice of public rights was published on 2nd June 2026.

17. Neighbourhood Plan

To discuss the current Neighbourhood Plan in relation to recent changes in Planning Legislation.

18. TRO Consultation LSG4/104434/AFR

Introduction of no waiting at any time on Vicarage Road, Kelbrook, both sides, from its junction with the centreline of Colne Road for a distance of 9.5 metres in an easterly direction. (Map Attached) – **Comments required before 17.07.2026**

19. Paving near Notice Board at Kelbrook Beck

20. Kelbrook Roundabout

21. Road Surface – Cob Lane/Waterloo Road

22. Parish Trees

23. 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 £
																	31,749.68	31,749.68
01	05	2026	U024		Easy Web	WEB	Website and email provision	DD	50.16	41.80	8.36	-	1880	2026.14.05.9	01.05.2026	924 3099 24	31,699.52	
11	05	2026	U024		IA Yorkshire	AUD	Internal Audit for AGAR 2025_26	BACS	500.00	500.00	-	-	252600000248	2026.14.05.9	12.04.2026		31,199.52	
11	05	2026	U024		NALC & LALC	SUB	Subscription for NALC & LALC	BACS	197.65	197.65	-	-	67083	2026.14.05.9			31,001.87	
11	05	2026	U024		Clear Councils	INS	Annual Insurance Yr 2 of 3	BACS	863.28	863.28	-	-	LCO03277	2026.14.05.9			30,138.59	
22	05	2026	U024		Tax Assist	PAY	Payroll Administration	DD	14.63	12.19	2.44	-	33688	2026.14.05.9	20.05.2026	408549284	30,123.96	
28	05	2026	U024		Clerk/RFO	PAY	Salary for May 2026	BACS	265.21	265.21	-	-	Month 2 May 2026	2026.14.05.9			29,858.75	
31	05	2026	U024		Unity Bank	BCS	Service Charge for April 2026	Debit	7.00	7.00	-	-	Month 2 May 2026	2026.14.05.9			29,851.75	
							Totals		1,897.93	1,887.13	10.80	-					29,851.75	29,851.75

Examined, Certified
& Verified By:
Clerk & RFO
Valen Showlock
Date: 2/6/26

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D	M	YR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £
01	05	2026	Easy Web	WEB	Website and email provision	DD	50.16
11	05	2026	IA Yorkshire	AUD	Internal Audit for AGAR 2025_26	BACS	500.00
11	05	2026	NALC & LALC	SUB	Subscription for NALC & LALC	BACS	197.65
11	05	2026	Clear Councils	INS	Annual Insurance Yr 2 of 3	BACS	863.28
22	05	2026	Tax Assist	PAY	Payroll Administration	DD	14.63
28	05	2026	Clerk/RFO	PAY	Salary for May 2026	BACS	265.21
31	05	2026	Unity Bank	BCS	Service Charge for April 2026	Debit	7.00
Totals							1,897.93

Examined, Certified
& Verified By:

Clerk & RFO

Karen Shawrock

Date: 2/6/26

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MONTH

May-26
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	30.04.2026	31,749.68
PAYMENTS		1,897.93
RECEIPTS		-
CARRIED FORWARD BALANCE	31.05.2026	£ 29,851.75

BANK STATEMENT £

STATEMENT BALANCE	30.04.2026	31,749.68
PAYMENTS		1,897.93
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.05.2026	£ 29,851.75

Examined, Certified
& Verified By:
Clerk & RFO

Valeen Shawlock
Date: 2/6/26

CHAIR

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ADMINISTRATION	CAT	Budget £	YTD £	REMAINING £	Apr-26	May-26
Clerk & RFO Salary	PAY	3,591.38	530.62	3,060.76	265.41	265.21
HMRC	PAY	888.30	193.00	695.30	193.00	-
Payroll Admin	PAY	144.90	23.69	121.21	11.50	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	83.60	418.00	41.80	41.80
Cyber Security	IT	15.00	-	15.00	-	-
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	14.00	58.00	7.00	7.00
Total Administration		7,696.44	2,405.84	5,290.60	518.71	1,887.13
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:**

Clerk & RFO

Karen Showlock

Date: *2/6/26*

CHAIR

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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	May-26	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		£353.34
Closing Balance	30.04.2026	£2,330.81

Of which:	£1,375.00	Not allocated
	£510.00	Approved to spend
	£445.81	Remaining from Soft Pour Grant

Examined, Certified
& Verified By:
Clerk & RFO
Valued Shawbeck
Date: *21/6/26*

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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 £	
																	29,851.75	29,851.75	
01	06	2026	U025		Easy Web	WEB	Website and email provision	DD	50.16	41.80	8.36	-	2551	2026.14.05.9	01.06.2026	924 3059 24	29,801.59		
04	06	2026	U025		Russel Marsden (Hey Farm)		Summer Planting	BACS	704.00	556.00	148.00	-	42/43	2026.14.05.11.6	26.05.2026	384425089	29,097.59		
04	06	2026	U025		Councillor	MTN	Materials for Bench Maintenance	BACS	63.50	52.92	10.58	-	69609	2026.15.01.10.6	29.05.2026	375233550	29,034.09		
08	06	2026	U025		Pendle Borough Council	PRK	Weekly Park Inspections (May)	BACS	153.22	127.68	25.54	-	5170705	2026.14.05.9	04.06.2026	175332564	28,880.87		
22	06	2026	U025		Tax Assist	PAY	Payroll Administration	DD	14.63	12.19	2.44	-	34020	2026.14.05.9	20.06.2026	408549284	28,866.24		
29	06	2026	U025		Clerk/RFO	PAY	Salary for June 2026	BACS	265.41	265.41	-	-	Month 3 June 2026	2026.14.05.9			28,600.83		
29	06	2026	U025	Pendle Borough Council		GRA	Legacy Fund Grant	BACS	-	-	-	4,500.00	FIN0359786		10.06.2026		33,100.83		
30	06	2026	U025		Unity Bank	BCS	Service Charge for May 2026	Debit	7.00	7.00	-	-	Month 3 June 2026	2026.14.05.9			33,093.83		
Totals									1,257.92	1,063.00	194.92	4,500.00						33,093.83	33,093.83

Examined, Certified
& Verified By:
Clerk & RFO
Karen Shawcock
Date: 7/7/26

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D	M	YR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £
01	06	2026	Easy Web	WEB	Website and email provision	DD	50.16
04	06	2026	Russel Marsden (Hey Farm)		Summer Planting	BACS	704.00
04	06	2026	Councillor	MTN	Materials for Bench Maintenance	BACS	63.50
08	06	2026	Pendle Borough Council	PRK	Weekly Park Inspections (May)	BACS	153.22
22	06	2026	Tax Assist	PAY	Payroll Administration	DD	14.63
29	06	2026	Clerk/RFO	PAY	Salary for June 2026	BACS	265.41
30	06	2026	Unity Bank	BCS	Service Charge for May 2026	Debit	7.00
Totals							1,257.92

Examined, Certified
& Verified By:

Clerk & RFO

Date:

Wesley Shawcock
7/7/26

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MONTH

Jun-26
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	31.05.2026	29,851.75
PAYMENTS		1,257.92
RECEIPTS		4,500.00
CARRIED FORWARD BALANCE	30.06.2026	£ 33,093.83

BANK STATEMENT £

STATEMENT BALANCE	31.05.2026	29,851.75
PAYMENTS		1,257.92
RECEIPTS		4,500.00
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	30.06.2026	£ 33,093.83

Examined, Certified
& Verified By:

Clerk & RFO

Varun Sharma

Date: 21/7/26

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ADMINISTRATION	CAT	Budget £	YTD £	REMAINING £	Apr-26	May-26	Jun-26
Clerk & RFO Salary	PAY	3,591.38	796.03	2,795.35	265.41	265.21	265.41
HMRC	PAY	888.30	193.00	695.30	193.00	-	-
Payroll Admin	PAY	144.90	35.88	109.02	11.50	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	125.40	376.20	41.80	41.80	41.80
Cyber Security	IT	15.00	-	15.00	-	-	-
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	21.00	51.00	7.00	7.00	7.00
Total Administration		7,696.44	2,732.24	4,964.20	518.71	1,887.13	326.40
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	127.68	701.42	-	-	127.68
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	831.51	6,510.97	508.25	-	323.26
Earmarked Grant Funding	EGF	2684.15			-		
Total Earmarked Grant Funding		6830.81	-	6,830.81	-	-	-

Examined, Certified
& Verified By:
Clerk & RFO
Valeri Shawrock
Date: 7/7/26

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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	£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	£0.00	£1,375.00			
	29.06.26	PBC	Legacy Fund	FIN0359786		£4,500.00	£0.00	£4,500.00			

Opening Balance	01.04.2026	£2,684.15	
Expenditure	04.06.2026	£353.34	Plants
Income	29.06.2026	£4,500.00	Legacy Fund
Closing Balance	30.06.2026	<u>£6,830.81</u>	

Of which:	£5,875.00	Not allocated
	£510.00	Approved to spend on weed control
	£445.81	Remaining from Soft Pour Grant

Examined, Certified
& Verified By:
Clerk & RFO
Valeen Shawrock
Date: 7/7/26

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SCALE	1 : 300
DATE	13/05/2026
DRAWING No.	P26-27(01)PE1-MW
DRAWN BY	DN
	Scale with care as distortion may occur