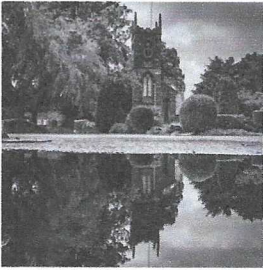
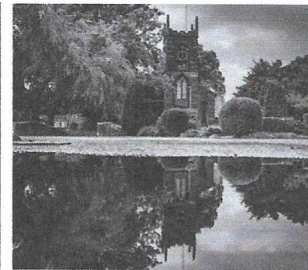


AGENDA

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 15th October 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 Parish Council Meeting held on 10th September 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 Paving at Kelbrook Beck

6.2 Road Surface at Cob Lane/Waterloo Road

6.3 Parish Trees

6.4 Pendle Local Plan 5th Edition 2025-2046 Scoping Report and Consultation

7. Reports from Meetings with other Organisations

7.1 West Craven Area Committee Meeting 6th October 2026.

➤ Kelbrook School – Child Safety/Traffic

➤ Road Surface at Cob Lane/Waterloo Road

➤ 26/0547/CND Land to the North of the Stables, Old Stone Trough Lane, Kelbrook.

8. Matters arising from Correspondence

Residents email regarding Parish planting.

AGENDA

9. Planning Matters

Any applications received after the agenda has been published will be tabled at the meeting
None.

10. Assets

- 10.1 Broken Picnic Bench Leg
- 10.2 Telephone Box
- 10.3 Lengthsman

11. Park Refurbishment (PPIF)

12. Residents Survey

13. 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:

13.1 Receipts and Invoices from 1st to 30th September 2026.

➤ **To note receipt of Q3 & Q4 Precept Payment for 2026 - £7,883.00**

13.2 Cash Book inclusive of Earmarked Reserves (Attached)

➤ Balance on 30th September 2026 - £37,909.36

13.3 General Reserves on 30th September 2026 - £30,678.55

13.4 September 2026 Bank Reconciliation (Attached)

13.5 September 2026 Bank Statement (Enc)

13.6 September 2026 Payment Schedules (Attached)

13.7 YTD Budget Analysis for September 2026 (Attached)

13.8 Forecast Budget for 26_27 (Attached)

13.9 Budget Proposal for 27_28 (Attached)

13.10 Banking Mandate.

14. Earmarked Reserves Account (Attached)

14.1 Balance on 30th September - £7,230.81

14.2 September expenditure - £180.00 for Village Grounds Maintenance from LDS Grant.

14.3 Legacy Fund

15. 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	08	2026															30,880.30	30,880.30
02	09	2026	U028		Easy Web	WEB	Website and email provision	DD	50.16	41.80	8.36	-	4490	2026.14.05.9	01.09.2026	924 3099 24	30,830.14	
17	09	2026	U028		Pendle Borough Council	PRK	Weekly Park Inspections (August)	BACS	127.68	127.68	-	-	5173722	2026.14.05.9	14.09.2026	175332564	30,702.46	
17	09	2026	U028		Kelbrook Village Hall	REN	Hall Hire (Jan - May)	BACS	66.00	66.00	-	-	4926_5026	2026.14.05.9	27.08.2026		30,636.46	
22	09	2026	U028		Tax Assist	PAY	Payroll Administration	DD	14.63	12.19	2.44	-	34985	2026.14.05.9	20.09.2026	406549284	30,621.83	
28	09	2026	U028		Clerk/RFO	PAY	Salary for September 2026	BACS	372.47	372.47	-	-		2026.14.05.9			30,249.36	
28	09	2026	U028		Chris Mayes	GRA	Village Ground Maintenance	BACS	216.00	180.00	36.00	-	4287	2026.14.05.9	22.09.2026	119248216	30,033.36	
28	09	2026	U028	Pendle Borough Council		PRE	Q3 & Q4 Precept	BACS	-	-	-	7,883.00	FIN0361931		21.09.2026		37,916.36	
30	09	2026	U028		Unity Bank	BCS	Service Charge for May 2026	Debit	7.00	7.00	-	-		2026.14.05.9			37,909.36	
							Totals		853.94	807.14	46.80	7,883.00					37,909.36	37,909.36

D	M	YR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £
02	09	2026	Easy Web	WEB	Website and email provision	DD	50.16
17	09	2026	Pendle Borough Council	PRK	Weekly Park Inspections (August)	BACS	127.68
17	09	2026	Kelbrook Village Hall	REN	Hall Hire (Jan - May)	BACS	66.00
22	09	2026	Tax Assist	PAY	Payroll Administration	DD	14.63
28	09	2026	Clerk/RFO	PAY	Salary for September 2026	BACS	372.47
28	09	2026	Chris Mayes	GRA	Village Ground Maintenance	BACS	216.00
30	09	2026	Unity Bank	BCS	Service Charge for May 2026	Debit	7.00
						Total	853.94

MONTH

Sep-26
RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	31.08.2026	30,880.30
PAYMENTS		853.94
RECEIPTS		7,883.00
CARRIED FORWARD BALANCE	30.09.2026	£ 37,909.36

BANK STATEMENT £

STATEMENT BALANCE	31.08.2026	30,880.30
PAYMENTS		853.94
RECEIPTS		7,883.00
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	30.09.2026	£ 37,909.36

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	£1,857.91	£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	£500.00	£0.00	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	£170.00	£330.00		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 01.09.2026

£7,410.81

Expenditure

£180.00

Village Grounds Maintenance

Closing Balance 30.09.2026

£7,230.81

Of which

Allocated

£2,400.81

Park Refurb (Includes £1,000 from General Reserves for Match Funding)

Allocated

£330.00

Weed Control

Unallocated

£4,500.00

Legacy Funding

Total

£7,230.81

[illegible]

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	3,402.92	188.46	265.41	265.21	265.41	265.21	265.21	372.47	284.00	284.00	284.00	284.00	284.00	284.00
HMRC	PAY	888.30	791.80	96.50	193.00	-	-	198.80	-	-	200.00	-	-	200.00	-	-
Payroll Admin	PAY	144.90	145.59	0.69	11.50	12.19	12.19	12.19	12.19	12.19	12.19	12.19	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	501.60	-	41.80	41.80	41.80	41.80	41.80	41.80	41.80	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	132.00	15.00	-	-	-	-	-	66.00	11.00	11.00	11.00	11.00	11.00	11.00
Subscriptions to LALC & NALC	SUB	204.78	197.65	7.13	-	197.65	-	-	-	-	-	-	-	-	-	-
Subscription for Office 365	SUB	110.00	110.00	-	-	-	-	-	-	-	-	-	-	-	-	110.00
Subscription for ICO	SUB	52.50	52.50	-	-	-	-	-	-	-	-	-	-	-	-	52.50
Consumables	CON	100.00	-	100.00	-	-	-	-	-	-	-	-	-	-	-	-
Unity Bank Charges	BSC	72.00	84.00	12.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Total Administration		7,696.44	7,015.33	681.11	518.71	1,887.13	326.40	548.99	536.20	499.46	555.99	355.99	355.99	555.99	355.99	518.49

SERVICES/AMENITY		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
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	1,400.00	1,372.84	27.16	-	-	127.68	159.60	127.88	127.68						830.00
Annual Playground Inspection	PRK	76.13	76.13	-	-	-	-	-	-	-						76.13
Defibrillator	MTN	-	139.00	139.00	-	-	-	-	-	-	-	-	-	-	-	139.00
Community Grants	GRA	780.00	30.00	750.00	-	-	-	-	-	-	-	-	-	-	-	30.00
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	1,600.00	300.00	-	-	-	-	-	-	-	-	1,600.00	-	-	-
Contingency		1,000.00	1,000.00	-	-	-	-	-	-	-						1,000.00
Total Service/Amenities		7,913.38	5,221.80	2,691.58	508.25	-	323.26	159.60	427.88	127.68	-	-	1,600.00	-	-	2,075.13

		Budget £	Forecast £	Variance £	
Total Admin, Services & Amenities		15,609.82	12,237.13	3,372.69	UNDERSPEND

INCOME		Budget £			
Precept		15,767.00			
Actual VAT		1,973.78			
Other Income		11,500.00	PIPF & Legacy Fund		
Budgeted Income		29,240.78			
Opening Balance on 01.04.26		23,022.97			
Income		29,240.78			
Admin, Services & Amenities		12,237.13	Forecast Spend		
Earmarked Reserves		10,384.00	Forecast Spend Includes Park Refurb		
Closing Balance on 31.03.2027		29,642.62			

Closing Balance on 31.03.2027		29,642.62			
Earmarked Reserves		4,830.00	Assumes £4,500 Legacy funding and £330 Weed Control remains unspent		
General Reserves		24,812.62			

ADMINISTRATION	CAT	26_27 Budget £	26_27 Forecast £	Increase	V1 27_28	Assumption Notes
Clerk & RFO Salary	PAY	3,591.38	3,402.92	4%	3,539.04	Guesstimate of National Pay Award for next year.
HMRC	PAY	888.30	791.80		890.00	In line with assumed salary increase.
Payroll Admin	PAY	144.90	145.59		155.00	Includes increase from May 27
Training & Development	TRA	300.00	-		300.00	No increase
Internal Audit	AUD	494.40	500.00		550.00	Assumes same provider yet to be discussed
External Audit	AUD	216.30	210.00		220.00	On line portal use will see a refund of money paid to PKF?
Website & Email Provision	WEB	501.60	501.60		516.00	Assuming additional councillor, could be more if 7
Cyber Security	IT	15.00	23.99		25.00	Shop around.
Insurance	INS	858.28	863.28		870.00	Final year of a 3 yr contract.
Village Hall Rent	REN	147.00	132.00		147.00	Now £12 per hour.
Subscriptions to LALC & NALC	SUB	204.78	197.65		200.00	Guesstimate of National Pay Award for next year.
Subscription for Office 365	SUB	110.00	110.00		110.00	Guesstimate
Subscription for ICO	SUB	52.50	52.50		55.00	Guesstimate
Consumables	CON	100.00	-		100.00	Will need printer ink at some point.
Unity Bank Charges	BSC	72.00	84.00		84.00	Actual.
CONTESTED ELECTION		-	-		1,200.00	Immediately vire back to general reserves if not contested.
Total Administration		7,696.44	7,015.33		8,961.04	

SERVICES/AMENITY		Budget £	Forecast £		V1 27_28	Assumption Notes
Asset Maintenance	MTN	2,000.00	236.58		2,000.00	
Lengthsman	MTN	550.00	-		1,670.00	Plus £330 from LDS Grant, so £2,000 in total
Village Planting	MTN				1,500.00	Assumes Summer & Winter
Weekly Playground Inspection	PRK	1,400.00	1,372.84	3%	1,414.03	Guesstimate
Annual Playground Inspection	PRK	76.13	76.13	3%		Guesstimate
Defibrillator	MTN	-	139.00	3%	143.17	Guesstimate
Community Grants	GRA	780.00	30.00		780.00	No change, includes November wreath.
Free Swim Scheme	GRA	467.25	467.25	5%	490.61	Confirmed no more than 5%
Lock Up Rent	REN	340.00	300.00		340.00	Guesstimate
Xmas Trees + Lights	XMS	1,300.00	1,600.00		2,600.00	Assumes 2 trees.
Contingency		1,000.00	1,000.00		1,000.00	
Total Service/Amenities		7,913.38	5,221.80		11,937.81	
		Budget £	Forecast £		V1 27_28	
Total Admin, Services & Amenities		15,609.82	12,237.13		20,898.84	

Income		£
Precept		15,767.00
Assumed VAT		2,200.00
Total Income		17,967.00
Budgeted Expenditure		£
Administration		8,961.04
Services & Amenities		11,937.81
Earmarked Reserves		4,830.00
Total Expenditure		25,728.84
Assumed Opening Balance 01.04.27		29,642.62
Assumed Income 26_27		17,967.00
Budgeted Expenditure 26_27		25,728.84
Closing Balance on 31.03.2028		21,880.78
Earmarked Reserves		Nil
General Reserves		21,880.78

Could be more?

Assumes Legacy & LDS spent