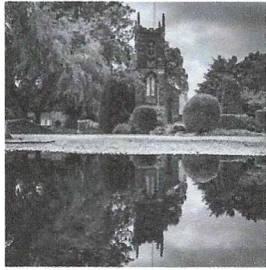


# KELBROOK AND SOUGH PARISH COUNCIL



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](mailto:clerk@kelbrookandsough-pc.gov.uk)  
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## Meeting of Kelbrook and Sough Parish Council 20<sup>th</sup> November 2025 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, and non-attendance.

2.2 To record 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](mailto: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](mailto:clerk@kelbrookandsough-pc.gov.uk) one week prior to the meeting.*

#### 5. Minutes

To sign the minutes from 11.09.2025 approved at the last meeting and to accept and approve as an accurate representation, the draft minutes of the meeting held on 16<sup>th</sup> October 2025.

#### 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 Notices to Dog Walkers

##### 6.2 Sough Bridge Mill possible environmental issue

Case Number 02402255 – no response to date.

### 6.3 Telephone Box Door Issue

To note that an additional spend of £42.90 has been made. The door has been fixed and is now safe.

### 6.4 Parish Council Facebook Page

Set up and launched. Still a work in progress with more detail to be added.

### 6.7 Shared Resources

To note that £225.00 has been received from Salterforth Parish Council.

## 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 4<sup>th</sup> November 2025.

## 8. Matters arising from Correspondence

Nothing received.

## 9. Planning Matters

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

25/0722/HHO Tanners House Farm, Old Stone Trough Lane, Kelbrook

Full: Demolition of existing side extension and detached outbuilding, erection of a two storey side and rear extension and front porch extension

## 10. 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:

10.1 To approve and countersign all financials from the meeting held 16.10.2025

10.2 Payments and Receipts with Invoices from 1<sup>st</sup> to 31<sup>th</sup> October 2025.

10.3 Cash Book inclusive of Ringfenced Grant Income (Enc)

➤ Balance as of 31<sup>st</sup> October 2025 - £27,649.63

10.4 October 2025 Bank Reconciliations (Attached)

10.5 October Bank Statements (Enc)

10.6 25\_26 Budget Analysis for October 2025 (Attached)

10.7 Presentation of Draft Budget (V1) 2026-27 for consideration and discussion (Attached)

## 11. Grant Income and Budget

11.1 Incoming Grant money summary: (Attached)

➤ Received: £7,500.81

➤ Spent: £5,202.47

➤ Remaining: £2,298.34

11.2 Unallocated Grant Money from WCAC

➤ £1,375 originally awarded for Sough Park Footpath Improvements

## 12. Asset Register

12.1 Handyman.

12.2 Siting of 2 x new benches.

12.3 Broken Picnic Bench leg.

12.4 Bus Shelter cleaning in general and roof condition of the East bound Sough shelter.

## 13. Christmas Trees and Lights

13.1 Lanterns and Battery-operated lights – Arrangements and budget.

## 14. SAPPP Assertion 10 – Digital and Data Compliance and the impact on Parish Councils

14.2 To note that Easy web will attend the November meeting to install .gov email addresses on councillor devices.

## 15. Defibrillator located outside Kelbrook Village Hall

Cllr Mayers to give update on current position.

## 16. Sough Park – Beck Wall

To note that the repair has been completed by PBC.

## 17. Asset Transfer Proposals from PBC (Enc)

## 18. Free Swimming Scheme (Previously circulated)

## 19. 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 £
30	9	2025															<b>30,022.46</b>	<b>30,022.46</b>
01	10	2025	U 017/2025		Easy Web Sites	WEB	Website Management	DD	36.96	30.80	6.16	-	01-440	2025.18.03.11.5	01.10.2025	924 3098 24	29,985.50	
01	10	2025	U 017/2025		Amberol Ltd	RFC	Railing Planter Liners	BACS	295.99	246.66	49.33	-	25636	2025.10.07.11.4	23.09.2025	126641675	29,689.51	
01	10	2025	U 017/2025		Kelbrook Village Hall	REN	Hall Hire	BACS	66.00	66.00	-	-	5/25 & 6/25	2025.18.03.11.6	01.09.2025		29,623.51	
13	10	2025	U 017/2025		Stately Lighting	MTN	Removal of Tree Lights	BACS	1,140.00	950.00	190.00	-	1142	2025.11.09.13.4	07.10.2025	213991308	28,483.51	
13	10	2025	U 017/2025		Chris Mayes	RFC	Village Weeding	BACS	120.00	120.00	-	-	KSPC 2025/001	2025.10.07.6.5	30.09.2025		28,363.51	
17	10	2025	U 017/2025		Kelbrook & Sough NHWS	GRA	Neighbourhood Watch Grant	BACS	250.00	250.00	-	-		2025.11.09.11.1			28,113.51	
22	10	2025	U 017/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	31450	2025.18.03.11.5	22.10.2025	408549284	28,099.71	
23	10	2025	U 017/2025		HMRC	PAY	Tax	DD	144.15	144.15	-	-		2025.18.03.11.6			27,955.56	
28	10	2025	U 017/2025		X2 Connect Ltd	MTN	K6 Closer Door Mounting	BACS	42.90	35.75	7.15	-	39974	H & S Risk	16.10.2025	895296854	27,912.66	
31	10	2025	U 017/2025		Clerk & RFO	PAY	Salary October 2025	BACS	257.03	257.03	-	-	Payslip Oct 2025	2025.18.03.11.6			27,655.63	
31	10	2025	U 017/2025		Unity Bank	BCS	Service Charge for Sep 2025	Debit	6.00	6.00	-	-	Oct-25	2025.18.03.11.6			<b>27,649.63</b>	<b>27,649.63</b>
								<b>Totals</b>	<b>2,372.83</b>	<b>2,117.89</b>	<b>254.94</b>	<b>-</b>						

Examined, Certified  
& Verified By:  
Clerk & RFO

*Valen Brownlock*  
Date: 14/11/25

CHAIR:

CLERK:

CLERK:

MONTH

Oct-25
RECONCILED

**CASH BOOK £**

BROUGHT FORWARD BALANCE

PAYMENTS

RECEIPTS

CARRIED FORWARD BALANCE

30.09.2025	30,022.46
	2,372.83
	-
31.10.2025	£ 27,649.63

**BANK STATEMENT £**

STATEMENT BALANCE	30.09.2025	30,022.46
PAYMENTS		2,372.83
RECEIPTS		-
UNPRESENTED CHEQUES		-
UNCLEARED RECEIPTS		-
ADJUSTED BANK BALANCE	31.10.2025	£ 27,649.63

Examined, Certified  
& Verified By:  
Clerk & RFO

*Valen Shawock*

Date: 4/11/25.

CHAK :

CUK :

CUK :

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	2,311.15	311.15		-	-	145.00	140.40	1,040.00	-	985.75					
Sough Park	PRK	- 4,710.00	-	4,710.00		-	-	-	-	-	-	-					
Kelbrook Weekly Playground Inspection	PRK	- 1,700.00	1,579.24	120.76	Complete	-	-	-	-	-	1,579.24	-					
Kelbrook Annual Playground Inspection	PRK	- 80.00	72.50	7.50	Complete	-	-	-	-	-	72.50	-					
Payroll	PAY	- 3,450.00	2,096.81	1,353.19		316.63	435.23	316.43	257.23	257.03	257.23	257.03					
HMRC	PAY	- 864.00	531.15	332.85		-	-	90.45	296.55	-	-	144.15					
Tax Assist	PAY	- 140.00	80.50	59.50		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	- 250.00	210.00	40.00	Complete	-	-	-	210.00	-	-	-					
Website	WEB	- 470.00	260.55	209.45		39.79	39.79	39.79	39.79	39.79	30.80	30.80					
Insurance	INS	- 384.78	858.28	473.50	Complete	-	858.28	-	-	-	-	-					
Village Hall Rent	REN	- 220.00	66.00	154.00		-	-	-	-	-	-	66.00					
Lock Up Rent	REN	- 320.00	330.00	10.00	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		-	-	-	-	-	-	-					
Consumables	CON	- 100.00	14.99	85.01		-	-	-	14.99	-	-	-					
Training	TRA	- 300.00	120.00	180.00		-	-	-	120.00	-	-	-					
Free Swimming	GRA	- 350.00	-	350.00		-	-	-	-	-	-	-					
Grants	GRA	- 750.00	625.00	125.00		-	250.00	-	-	-	125.00	250.00					
Unity Bank Charges	BSC	- 90.00	42.00	48.00		6.00	6.00	6.00	6.00	6.00	6.00	6.00					
Sough Xmas Tree	XMS	-															
CONTINGENCY		- 1,000.00	214.16	785.84		-	-	-	-	-	214.16						
<b>Total</b>		<b>-18,013.81</b>	<b>10,087.36</b>	<b>- 7,926.45</b>		<b>1,048.95</b>	<b>1,600.80</b>	<b>939.17</b>	<b>1,096.46</b>	<b>1,354.32</b>	<b>2,296.43</b>	<b>1,751.23</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

	£
Opening Balance 01.04.2025	24,333.15
Precept	15,767.00
Other Income	251.96
VAT REFUND 24_25	1,489.51
Budget	-18,013.81
Projected Closing Balance 31.03.2026	23,827.81
From Reserves	- 505.34

Examined, Certified  
& Verified By:  
Clerk & RFO

*Varun Shawrock*  
Date: 4/11/25.

CHAK :

CLL :

CLL :



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	<a href="#">2025.10.07.6.2</a>
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	Repairs to Soft Pour Edging provided bu Bounceback Ltd	<a href="#">2025.10.07.6.2</a>
	20.11.23	LCC	Biodiversity Payment 2023/24	3237228		£300.00	£246.66	£53.34		Approved to spend on Railing Planter Liners and Plants	<a href="#">25.10.07.11.4</a>
	13.06.24	LCC	Biodiversity Payment 2024/25	100836161		£300.00	£0.00	£300.00		Approved to spend on Railing Planter Liners and Plants	<a href="#">25.10.07.11.4</a>
	20.11.23	LCC	Local Delivery Scheme 2023/24	3237228		£500.00	£430.00	£70.00		Approved to spend on Footpath improvement/Village Weeding	<a href="#">25.12.06.11.8</a>
	13.06.24	LCC	Local Delivery Scheme 2024/25	100836160		£500.00	£0.00	£500.00		Approved to spend on Weed control	<a href="#">25.10.07.6.5</a>
06.02.24	26.02.24	WCAC	Sough Park Footpath Improvements	ECO0339610		£1,375.00	£0.00	£1,375.00			

Received **£7,500.81**

Spent **£5,202.47**

Remaining **£2,298.34**

Approved to spend **£923.34**

Un-allocated **£1,375.00**