# 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

Kelbrook and Sough Parish Council Meeting
Thursday 8th May 2025
7.45pm Kelbrook Village Hall

**25.08.05.1 Welcome**
The Chair of the Parish Council welcomed all to the meeting.
**25.08.05.2 Attendance, Apologies and Non-attendance**
2.1 Recorded attendees were Cllr Elley, Cllr Ashley, Cllr Wright.
2.2 Apologies received and accepted from Cllr Mayers and Cllr Galway.

**25.08.05.3 Declarations of Interest**
Cllr Wright declared an interest in Agenda Item 10.
25/0256/FUL Change of use from a Children's Day Nursery to a Café Bar (Sui Generis)

**25.08.05.4 Public Participation**
Nothing raised.
**25.08.05.5 Minutes 29th January 2025**
**Resolved** to accept and approve as an accurate representation, the minutes of the meeting held on 29th January 2025with the following amendments:

- that Sharon Ashley resigned followed by Carole Singleton.
- that Council business continued without a resolution stating who would take responsibility for the roles of Clerk and RFO (Proper Officer).

**25.08.05.6 Minutes 18th March 2025**
**Resolved** to accept and approve as an accurate representation the minutes of the last meeting held 18th March 2025.
**25.08.05.7 Update of Items and Issues from previous minutes**
7.1 **Notices to Dog Walkers**
Lack of rain has halted progress as the ground is too hard for sinking posts.
7.2 **Kelbrook Playground Re-surfacing**
Quote finally received from Bounce Back. Council now has 3 quotes and will review at the next meeting.
7.3 **Sough Park Defibrillator**
No response received from PBC however, the defib is now adequately lit at night.
7.4 **Sough Bridge Mill possible environmental issue**
PBC have confirmed that the issue needs to be raised with the Environment Agency. Cllr Ashley has sent an email and will chase up.
7.5 **Deteriorating wall at the bottom Church Lane**
Has been repaired.

7.6 **Un-safe Telephone Box**
Still unsafe and was discussed at the Annual Parish Meeting. Cllr Galway looking at the best solution to make the door safe.
7.7 **Cob Lane litter issue**
Unable to update.
7.8 **Sough Park**
Cllr Ashley reported that PBC have now provided Council with another Basic, Better, Best, costed proposal for maintenance of the front part of Sough Park and confirmed that PBC's estates team are now working on the potential lease extension for Kelbrook Phoenix FC with Carnegie Fields in Trust. Longer leases can be granted for Sports Clubs.
Council reviewed the Basic, Better, Best maintenance proposal line by line and agreed best use of the budgeted funds as follows with a contribution of £4,710:

**KELBROOK & SOUGH PARISH COUNCIL - SOUGH PARK MAINTENANCE REQUIREMENTS**

| **Task** | **Frequency** | | **Cost £** |
|---|---|---|---|
| Cut and collect/stripe grass front of park | 12 | | 706.14 |
| Annual Hedge & Shrub Cut | 1 | | 1,412.28 |
| Herbicide Application | 2 | | 58.84 |
| Mini Sweeper on hard surfaces | 2 | | 110.00 |
| Leaf Clearance | 2 | | 706.14 |
| Prep, plant and remove in Autumn annual wildflowers | 1 | | 941.52 |
| Weed, hoe, woodchip and winter prune herbaceous bed | 1 | | 1,700.00 |
| Empty Bins | 39 | | 566.14 |
| Litter Pick | 28 | | 370.76 |
| | | **Total** | **6,571.82** |

Clerk/RFO to prepare spreadsheet. Cllr Ashley to go back to PBC to continue negotiations. Cllr Ashley raised the need to monitor that PBC conduct the agreed frequency of tasks.

**25.08.05.8 Reports from Meetings with other Organisations**

**8.1 West Craven Area Committee attended by Cllr Wright**
Crime Officer expressed concerns about ASB in Barnoldswick and Earby saying there would be an increased police presence in Barnoldswick over the coming weeks. Concerns were raised that there would be no increase in Earby. Crime Officer agreed to take that back to his colleagues.
Much time was spent discussing the planning proposal for the houses in Earby Parish between Sough and Earby and the houses in the field next to White Leys going over Klondyke.
Discussions took place about Sough Park regarding grant funding for Sports Clubs and an asset transfer of the changing rooms to Kelbrook Pheonix FC.

**25.08.05.9 Matters arising from Correspondence**

9.1 **Noted** that the Clerk received an email on 11th April 2025 from Planning at Pendle Council informing us that an appeal has been made to the secretary of state regarding Pendle Councils refusal of planning application 24/0773/PIP Land North of the Stables on Old Stone Trough Lane.

9.2 The Clerk received an email from a resident on 21.04.2025 regarding PCN's issued by LCC to 3 residents for parking on the restricted zig-zag lines by the school. The resident is requesting that the restrictions should only be applied term time, and that the signage should be changed to reflect this. This was raised at the Annual Parish meeting where Cllr Ashley agreed to investigate what can or can't be done and report back.

**Cllr Wright left the room due to a pecuniary interest in 25.08.05.10.1**

**25.08.05.10 Planning Matters**

10.1 25/0256/FUL Change of use from a Children's Day Nursery to a Café Bar (Sui Generis)
Cllr Elley advised that as Council was no longer quorate a discussion could still take place, but no decision could be taken. Cllr Ashley had consulted with Debbie Richardson for advice in relation to the Neighbourhood Plan. Brook Farm is a non-designated Heritage Asset and there is nothing in the plan that would cause any objection. As there are no changes to the building it will retain its historical look and meets all the criteria within the neighbourhood plan. It was felt that it would promote well being given that the village had lost its post office and shops.

**To note** that had council been quorate a positive decision would have been resolved.

**25.08.05.11 Finance**

11.1 Payments and Receipts with Invoices from 1st April 2025 to 30th April
11.2 Cash Book
11.3 April Bank Reconciliation
11.4 April Bank Statement
11.5 25_26 Budget Analysis

**Resolved** to approve all of the above. All documents were signed off.

11.6 **Noted** that the VAT Refund for £1489.51 has been received
11.7 **Noted** that the first Precept payment (50%), £7,884 has been received
11.8 Virement Proposal - To approve the re-allocation of £30 and £54.97 from budget categories AUD (Internal Audit) and SUB (NALC/LALC), both underspent to budget category INS (Insurance).

**Resolved** to re-allocate £84.97 to budget category INS (Insurance)

**25.08.05.12 Policy Reviews**

**Noted** that all Kelbrook and Sough Parish Council Policies and Documents have and are being reformatted to include Version No., Dates Adopted, Reviewed and Effective from, Reason for Change, Minute reference and Next Review.

**Reviewed and adopted the following policies:**

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

**25.08.05.13 Policy**

**Noted** that the following Policies have been reformatted and have review dates later in the year.

Public Participation
Privacy Notice
Privacy Statement
Filming

**25.08.05.14 Insurance Policy**

Current policy is with Zurich and due for renewal 31.05.2025.

12.1 Clerk/RFO confirmed that Council have received a quote from Clear Council using information from our current Asset Register which provides cover for property damage, something that is not currently covered by Zurich. The asset register has also been sent to Zurich for inclusion in a new quotation which to date has not been received. Clerk/RFO pointed out that the Insurance Policy would need to be renewed before the next PC meeting and that the Financial Regulations provided the authority to pay if there was any perceived risk.

**Resolved** that the Clerk/RFO should have the authority to pay prior to the next meeting on the condition that like for like quotes were received from Zurich and Clear Council and provided the necessary cover with reference to Assets.

**25.08.05.15 Grant Application**

**Resolved** to award a grant of £250 to Earby Memorial Bowling Club.

**25.08.05.16 Clerk/RFO Overtime**

To approve additional hours worked during April.

- 5 hours at the Village Hall on 11th April undertaking the Internal Audit for 2024/25
- 5 hours reviewing new versions (March 25 NALC) of Standing Orders and Financial Regulations, checking legislation, amending where required to present for adoption at the Annual Parish Council Meeting on 8th May 2025.

**Resolved** to approve the additional hours as above.

**25.08.05.17 Date of next meeting and future meeting schedule.**

Next meeting will be Thursday 12th June at 7pm, Kelbrook Village Hall.

Future meeting schedule agreed at Annual Parish Council Meeting.

Meeting closed at 8:35pm

Karen Shorrock
*Clerk/RFO*
*Kelbrook and Sough Parish Council*