KELBROOK AND SOUGH PARISH COUNCIL

Chair: Cllr C. Elley
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Kelbrook and Sough Parish Council Meeting
Thursday 10th July 2025
7pm Kelbrook Village Hall

25.10.07.1 Welcome
The Chair of the Parish Council welcomed all to the meeting.
1.1 Standing Order (p5) Meetings Generally, item x, Meeting Duration was suspended to allow the agenda to be considered addressed in full.
25.10.07.2 Attendance, Apologies and Non-attendance
2.1 Recorded attendees were Cllr Elley, Cllr Mayers, Cllr Wright, Cllr Galway.
2.2 Apologies received and accepted from Cllr Ashley.
25.10.07.3 Declarations of Interest
None.
25.10.07.4 Public Participation
Nothing raised. Two residents requested to speak on Agenda Items 12 Sough Park and 13 Asset Register.
25.10.07.5 Minutes 12th June Parish Council Meeting
Resolved to accept as an accurate representation the minutes of the Parish Council Meeting held 12th June 2025.
25.10.07.6 Update on Items and Issues from Previous Minutes
6.1 Notices to Dog Walkers
No progress to date.
6.2 Kelbrook Playground Re-surfacing
Work completed and Invoice paid.
6.3 Sough Bridge Mill possible environmental issue
Noted that Case No. 02402255 is ongoing and Council are waiting for feedback from the Environment Agency.
6.4 Telephone Box Door Issue
Lock purchased is unsuitable for the job. Alternative solution required.
6.5 Weeds in Kelbrook and Sough
Council confirmed that weed spraying has been carried out in Kelbrook and Sough by LCC, however it is not known when and if this will continue. **Resolved** to employ a local gardener for weeding and other related tasks on the following terms: Self employed with Insurance. Duration: Equivalent to 5 x 6hr days (30 hrs). Rate of pay: £20.00 1st hr, £18.00 subsequent hrs. Clerk & RFO to draw up appropriate contract.
6.6 Parish Council Facebook Page
No Progress to date.

25.10.07.7 Reports from Meetings with other Organisations

7.1 Cllr Wright attended the last WCAC meeting. There were no matters discussed relating to Kelbrook or Sough.

25.10.07.8 Matters arising from Correspondence

8.1 Noted that the planter at the top of Quernmore is now planted up. The broken street sign (Quernmore) has been reported.

8.2

- **FOI Requests and related Costs:** The FOI Log is available on the Parish Council website. Clerk & RFO confirmed that the costs relating to the FOI's were approx. £650. GDPR prevents Council from revealing personal information regarding who made the FOI requests. Clerk & RFO has confirmed this in writing to the resident.
- **Grass Cutting on Dotcliffe Road Banking:** This is the responsibility of Together Housing, previously carried out by Pendle Borough Council. Residents should contact them in the first instance.
- **Church Lane Hedge and Verge Maintenance:** This is the responsibility of LCC (Highways). Council reported and after assessment by LCC it was deemed that no work was required. Can be reported again if the situation worsens.
- **Weed Growth around the Village:** Already covered in Item 6.5
- **Broken Gate on Footpath:** Where 2 paths meet behind Tunstead Farm Reported to Tom Partridge.
- **Garden on Dotcliffe Road:** As this is a private residence Council are unable to get involved.

Resolved: Clerk & RFO to write to resident on the above matters.

25.10.07.9 Planning Matters

9.1 25/0391/VAR (Original Application 22/044/FUL) Variation of condition 2 (Plans) for Dotcliffe Yard, Dotcliffe Road, Kelbrook.

Resolved: Council to object to the proposal in its current format.

25.10.07.10 Finance

RFO presented the financial report for June month end, and items 10.1 to 10.5 were approved and countersigned: Payments, Receipts and Invoices, Cash Book, Bank Reconciliation, Bank Statement.

10.6 25-26 Budget Analysis

Presented, approved and countersigned.

10.7 Virement Proposal

Resolved: Defer to next meeting for consideration by full council.

25.10.07.11 Grant Income and Budget

11.1 Grant Application from Kelbrook & Sough Neighbourhood Watch Scheme

Resolved: Council agreed in principle, however, as the applicant was unable to attend the meeting the decision was deferred to the next meeting to allow Cllrs Elley and Ashley to ask relevant questions.

11.2 Grant Money summary **noted.**

11.3 Allocated Grant Money

Noted: Awaiting cost information from Tom Partridge for footpath behind Craven Heifer. Weed removal/control resolved in item 6.5. (Local Delivery Scheme Grant)

11.4 Unallocated Grant Money

- **£600 for Biodiversity Projects**

With advice from Hey Farm Plants to use the railing planters in Kelbrook for pollinator plants to provide continuous displays throughout Autumn, Spring and Summer.

Resolved: To approve the use of the biodiversity grant for railing planter liners and pollinator plants.

- **£1,375 WCAC grant**

Resolved: Defer to next meeting for consideration by full council.

25.10.07.12 Sough Park

12.1 Clerk & RFO presented the cost benefit analysis for the council's contribution towards the maintenance of the park and was summarised as follows:

- Council's requirements are for £9,271.82 of work in return for a contribution of £4,710 giving a RIO of £4,561.82
- Using the assumption that PBC would carry out the Basic Proposal with no contribution, council's requirements are for £5,706.19 in return for a contribution of £4,710 giving a ROI of £996.19

A resident asked if council were happy with the wildflower beds and if they thought they were value for money. Council responded that they were very happy with them.

12.2 Picnic in the Park

Noted: The event is being run by the Community Projects group. There will be no cost to the Parish Council. Discussions are taking place with Kelbrook Pheonix FC regarding fixtures and the Bowling Club who both want to be involved.

25.10.07.13 Asset Register

13.1 Condition Monitoring of Assets

On 13th June Cllr Ashley submitted condition information for various assets on the register which has been updated and will continue to evolve as progress is made. Assets requiring action that were discussed:

- 3 benches beyond repair – possibility of moving the Kelbrook Coronation Bench to Church Lane.
- 7 benches require painting

Resolved: to employ a local handyman to carry out maintenance subject to employment status and insurance credentials. Agreed to pre-approve 5 days of work between now and September at £150 per day. Materials already available although council has accounts with local providers should the need arise. Clerk & RFO approved to make payment against the maintenance budget as required.

A resident asked that 3 benches be added to the asset register. Locations are: Old Stone Trough Lane, Cob Lane and Thick Bank Junction. **Resolved:** Clerk & RFO to add to register.

The same resident questioned the positioning of the recently moved picnic bench at the top of Quernmore in relation to its proximity to the dog waste bin. **Resolved:** to reposition the picnic bench. **Resolved:** Cllr Galway to explore options for repairing the 2nd broken picnic bench with a composite material.

The same resident asked council for agreement to allow the newly formed Kelbrook and Sough Neighbourhood Watch Scheme full use of the Telephone Box (Community Asset) to promote the scheme and provide information to residents as long as the scheme is in existence. **Resolved:** to allow the NHWS use of the Telephone Box once it has been repaired and is safe for the public to use.

13.2 Planters and Railing Planters

Noted: Planters complete, railing planters resolved in item 11.4

13.3 Lights at Kelbrook and Sough

The lights in both areas are damaged in places and present significant issues for the trees and wildlife. Options: New lights estimated at £7-8K. Safe removal of lights estimated at £475 per area.

Resolved: Defer to next meeting.

25.10.07.14 Christmas Trees and Lights

- Kelbrook options remain as before: Craven Heifer and/or Car Park. Estimated cost for lights £300 to fit, take down and store.
- Possibility of a living tree at Sough between 5 and 7 ft. Estimated cost £150. Clerk & RFO to investigate permissions required. A second tree was also identified as a possibility, also situated

on the green at Sough however there are overhanging branches from nearby trees that would require remedial works. **Resolved:** Council to look at the tree at Sough and deferred any decision until the next meeting.

- **Replacement Benches**
  Clerk & RFO presented council with 4 options. Supplier is a reputable UK based company (Broxap) who manufacture all manner of street furniture in the UK. After considering ongoing maintenance requirements and cost, council **resolved** that best value for money would be to purchase Option 4. BX74 3952 Leith (Composite) at a cost of £1,248 (inclusive of delivery and VAT) and is for 2 x benches. Clerk & RFO to facilitate and organise delivery to Cllr Wright's residence.

25.10.07.15 Application for Co-option to Council

At the invitation of council, the applicant, Gary Lancaster introduced himself and gave a presentation of what he could offer to council and why he wanted to be a councillor. **Resolved:** that Gary Lancaster be accepted as a co-opted member of Kelbrook and Sough Parish Council. Clerk to organise Acceptance of Office and Declarations of Interest

25.10.07.16 Date of next meeting

11th September 2025, 7pm, Kelbrook Village Hall

Meeting concluded at 8.10pm

Karen Shorrock
Clerk and RFO
Kelbrook and Sough Parish Council