KELBROOK AND SOUGH PARISH COUNCIL

Chair: Cllr C. Elley
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Kelbrook and Sough Parish Council Meeting
Thursday 11th September 2025
7pm Kelbrook Village Hall

25.11.09.1 Welcome
The Chair of the Parish Council welcomed all to the meeting.
25.11.09.2 Attendance, Apologies and Non-attendance
2.1 Council welcomed new member Gary Lancaster to the meeting.
2.2 Recorded attendees were Cllr Elley, Cllr Mayers, Cllr Ashley, Cllr Wright, Cllr Galway, Cllr Lancaster.
2.3 There were no recorded apologies.
25.11.09.3 Declarations of Interest
None.
25.11.09.4 Public Participation
A resident raised the issue of the trees around the beck area in the village which had culminated in the loss of most of a Willow tree. Discussion with the attending arborist concluded that the lights and other ephemera had likely contributed to the demise of the tree. The resident requested that the lights be removed to protect the remaining trees which include a Red Oak. Please refer to Agenda item 13.4 for council's decision.

A resident had requested to speak on Agenda Item 11.1 if required.
25.11.09.5 Minutes 10th July 2025 Parish Council Meeting
Resolved to accept as an accurate representation the minutes of the Parish Council Meeting held 10th July 2025.
25.11.09.6 Update on Items and Issues from Previous Minutes
6.1 Notices to Dog Walkers
Cllr Galway confirmed that the signs have been prepared and will endeavour to get them in the ground with the help of Richard Wilson.
6.2 Sough Bridge Mill possible environmental issue
Case No. 02402255 – no response to date.
6.3 Telephone Box Door Issue
Noted that due to H&S concerns replacement parts have been purchased at a cost of £168.48 inclusive of VAT from X2 Connect. (PO 25100764) **Resolved:** Cllr Galway to fit parts as soon as practicable.
6.4 Weeds in Kelbrook and Sough
Good progress made to date with more weeding taking place recently along with helping to make safe the split Willow tree until the Council came. Unfortunately, a family bereavement has halted further work for now however as Winter approaches this would not be a problem. **Resolved:** To continue with the weeding next year from Spring onwards as required.
6.5 Parish Council Facebook Page
Clerk confirmed that the page is ready to launch and will take place after 20th September.
25.11.09.7 Reports from Meetings with other Organisations
7.1 Cllr Mayers attended WCAC meeting 5th August. Nothing relating to Kelbrook and Sough however North West Ambulance Service were in attendance. Cllr Mayers reported on the salient points from their presentation. There was no representative from council at the meeting held on 5th September. Members of the public were informed that minutes from WCAC meetings were available online.

25.11.09.8 Matters arising from Correspondence

8.1 Noted: Council received 3 emails from residents objecting to the NHWS grant application.

8.2 Noted: Clerk & RFO gave and update regarding information presented at the last meeting and given as a response to a resident relating to the cost of previous FOI requests. Costs attributable to FOI's were £266.20 not approx. £650 as previously stated. The remaining £314.23 were attributed to AGAR queries and Finance related requests during the Public Rights Notice period for 23/24. The resident has been informed

25.11.09.9 Planning Matters

Nothing to report.

25.11.09.10 Finance

RFO presented the financial report for July and August month ends, 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: To move £49.81 underspend from the Playground refurb to the overspent Insurance budget.

25.11.09.11 Grant Income and Budget

11.1 Grant Application from Kelbrook & Sough Neighbourhood Watch Scheme

The Chair explained that the grant application was for £500 and that a decision had been deferred from the last meeting due to needing additional information and that since July 3 emails had been received from residents objecting to precept money being allocated to the grant. Kathryn Jeggo having asked to speak on the grant application was asked to make representation. Explaining that the group had been formed by like minded people including her husband Garry Jeggo, a retired Police Officer. As there is a low crime rate in the villages the groups intention is to help deter, pass on relevant information, and provide a platform where residents can share their concerns. There are 140 members who want the scheme to succeed.

Cllrs Ashley and the Chair asked the applicant about the structure of the group in relation to who was the Chair, Treasurer, was there a constitution, banking arrangements and what was the money to be spent on.

The applicant explained that the group was created by Mandy Pickles and that he is a deputy to assist with 4 other members in the group making 6 in total. As such there is no constitution and the group operated as equals with decisions taken by all. There are no treasurer and no banking arrangements as the group wants council to ringfence any grant money awarded and believes this is possible.

Council pointed out that outgoing grants do not work like that and ringfencing would not be an option. The RFO pointed out that it would be possible with the benefit being transparency of transactions and accounting. Some confusion arose regarding ringfencing with council pointing out that council's current ringfenced money relates to Grant Income received by council, not grants awarded by council. Cllr Ashley went on to say that her employment involves applying for grants on a regular basis where in all cases a bank account is required for funds to be transferred.

Cllr Mayers felt that for council to agree to ringfence and manage it for the group it would require a collaborative approach and with the best will in the world there are members of the steering group who do not collaborate with council at all and in fact actively work against it and whilst it has no bearing on NHW it has a bearing on council managing the funds and that bothers Cllr Mayers.

The Chair asked if an initial start up grant had been received and if so, which bank account did it go into stating that a grant of £60 could be applied for as detailed on the NHWS website. The Clerk & RFO told council that Mandy Pickles had applied and paid for the initial starter pack which was in the region of £135.00 After discussion with the regional co-ordinator it transpired that the group could be reimbursed for the starter pack and Mandy was subsequently refunded.

Cllr Ashley asked what plans the group had for sustainability which was relevant to having a treasurer, banking facility, and accounts. Was the intention to apply for funding from other organisations, fund raising etc. The applicant confirmed that the grant is the starting point and gave a breakdown of costs in relation to asking council

for £500. To furnish every household (approx. 450) with window/bin stickers and a booklet will cost £805.00. Assuming not everyone will want to take part removing one third of households reduces the cost to £536.00. Hiring the village hall 4 times a year to give the Police, Ambulance, Fire Service, and others a platform to promote vigilance and safety is also a consideration with an assumed cost of £25 per hour.

Cllr Galway asked if the group had considered asking the Village Hall to provide their facilities free of charge. Cllr Ashley pointed out it was unlikely as they charge for the luncheon club and went on to offer help and advice to the group pertaining to funding and grants again making the point that a bank account and treasurer will be necessary for ongoing sustainability.

The Chair stated that she was not happy to ringfence any money and Cllr Ashley agreed. As this is public money and given that correspondence has been received with people feeling strongly that it is not a good use of public money she would be loathe to set a precedent given the group had no banking facility. However, it is possible to award a grant once council have proof of a bank account. A resident asked how many emails/people had contacted the clerk and the answer was 3.

Cllr Mayers referred to the group clearly wanting a collaborative approach with council managing and looking after the groups awarded grant money stating that council wishes to be as fair as possible but, it's a battle to be on the Parish Council and feels unable to move forward collaboratively without this behaviour stopping. When asked what behaviour by a resident Cllr Mayers went on to say that there is a certain residents page which is used to bash the Parish Council. When asked if this was a reference to Mandy, Cllr Mayers replied that people on the NHWS steering group is aware of it. Council is doing its best and by all means hold us to account but don't gossip about us on a Facebook page and then expect us to do something about your issues because we don't know what they are, because you are doing it behind closed doors. We and our relatives are not allowed on the resident's page and hope that you'll understand why that's a barrier.

The applicant explained that until joining the group he had no contact with any of its members. Cllr Mayers explained that council would be happy to take the collaborative approach but 'that' has got to stop.

A resident went on to thank and give support to the applicant stating that because of the NHWS she was able to put a tick in the box when renewing her insurance.

The Chair thanked the applicant for his contribution and answering all the questions and asked council to discuss and decide on the application. The Chair went on to say that she was not averse to awarding a grant but doesn't want to give it until the group has a bank account and a treasurer and asked council what their thoughts were. Cllr Galway asked if the full £500 should be given and the Chair responded no, £250 so that there would still be grant money available for other groups to apply for. £250 would kickstart the group for leaflets and booklets and they can always re-apply.

A resident asked the Chair if she was making it up as she went along and was told this is a Parish Council discussion not yours. The resident went on to say that the discussion was about the NHWS which was very much in its infancy, part of a national scheme and that somehow Council is mixing up personalities with decision making and hoped that the Parish Council is above that.

The Chair responded by stating that they were just discussing Bank Accounts and Treasurer. Council agreed that having a bank account and treasurer was a necessary requirement for a grant to be awarded. A discussion followed regarding costs of stickers, booklets, post signs etc, and it was felt that visual impact took precedence over booklets. Cllr Galway suggested that perhaps when the hall was hired out to say, the Lunch Club, would it be worth teaming up with the NHWS at the same time to reduce cost. The Chair responded saying no, the Lunch Club don't really want to. Rephrasing the suggestion, Cllr Galway asked if it would be worth while trying to team up with other groups that hired the hall pointing out that quite often, Council have hired the room at a cost and been disappointed when no one turns up.

Cllr Ashley then made the following proposal. The Parish Council to purchase items required by NHWS up to an agreed amount and to release an additional £250 on receipt of proof of Bank Account. Council agreed that Gary and Kathryn would look at requirements and proposed an initial spend capped at £125 for those items which the Clerk & RFO would facilitate. The Chair went on to say that she would like to see some match funding once the scheme was up and running through fund raising events. Cllr Ashley went on to offer advice to the applicant regarding the need for a constitution when applying for other grants and suggested templates are available. Council voted as follows:

Resolved: Parish Council to purchase items (to be decided) on behalf of the NHWS up to a value of £125. Clerk & RFO to facilitate.

Resolved: Parish Council to release an additional £250 to NHWS on receipt of proof of Bank Account bringing the total Grant awarded to £375.00.

11.2 Incoming Grant Money summary **noted.**

11.3 Local Delivery Scheme - £1,000

- **Noted:** £550 approved for weed control in and around Kelbrook and Sough – see Item 6.4
- Cllr Ashley confirmed that the footpath work behind the Craven Heifer with the cost of materials at £150 + vat and a contribution of approx. £160 toward the labour element (Volunteer Group)

Resolved: To pay Material and Labour Contribution upon receipt of invoice.

11.4 Biodiversity Projects - £600

- **Noted:** Approved for railing planter liners and appropriate planting. Liners on order at a cost of £295.99 inclusive of VAT from Amberol Ltd. Purchase Order 251007114. Awaiting delivery.

Resolved: Balance of grant to be considered for appropriate planting at a later date.

11.5 Unallocated Grant Money from WCAC

Resolved: Defer £1,375 grant money to next meeting.

25.11.09.13 Asset Register

13.1 Asset register updated to reflect current situation. Will republish once ongoing work has been concluded.

13.2 Handyman. Council to make contact and explore the possibility of engaging as per previous minutes.

13.2 Railing planter liners on order. Consider plan for future use. See Item 11.4.

13.3 2 x benches delivered at a cost of £1,248 inclusive of VAT from Broxap. Purchase Order 25100714.

Resolved: Cllr Galway, Adam, and Richard to organise siting.

Cllr Galway alluded to the broken picnic bench requiring a replacement leg. Sourced a company in Burnley, Kedel, who manufacture composite benches and bench beams. Considering some of the benches with timber beams are in poor condition this may be a way forward.

Resolved: Cllr Galway to progress a replacement leg for the picnic bench with Kedel.

Also Noted: Picnic bench still requires moving away from the dog bin. Weight is a consideration.

Resolved: That Cllr Galway, Adam, and Richard find a suitable way of achieving the move.

13.4 Lights at Kelbrook and Sough. Options: New lights estimated cost £7-8k. Safe removal of lights estimated at £475 per area.

Resolved: Clerk and RFO to organise removal of lights as a priority from Kelbrook and Sough using Stately Lighting.

25.11.09.14 Christmas Trees and Lights

14.1 Kelbrook options: Craven Heifer and/or Car Park. Estimated cost for use of own lights is £300 to fit, remove and store.

Resolved: Approach the Craven Heifer regarding this year's arrangements for their tree and lights.

Resolved: To use the Car Park Tree with battery operated lights and Cllr Ashley to present a budget to council for Lanterns at the next meeting.

14.2 Sough options: Living Tree with an estimated cost of £150. (Report previously circulated). Possibility of using a tree already situated on the green albeit remedial works would be required.

A living tree was dismissed due to the contents of the report which suggested permission may be refused due to the area not being big enough and the red tape associated with the application process such as a licence etc. Cllr Mayers suggested the possibility of having a tree within Sough Park. It was felt that this is something to consider for 2026 given the time constraints for this year considering that approval would be required from PBC. Cllr Ashley suggested more Lanterns for the trees in Sough as an option for making Sough Green look better. Cllr Lancaster pointed out that for a tree in Sough Park the appropriate facilities would be

required such as a pit, electrics etc. Cllr Mayers suggested that a grant application to WCAC might cover these costs.

Resolved: To pursue the possibility of a Xmas Tree within Sough Park from January 2026 next year.

Resolved: Clerk and RFO to contact Stately Lighting for a price and order a Xmas Tree for Sough 2025.

25.11.09.15. Shared Resources

Current Clerk and RFO resource facilitate both Kelbrook and Sough and Salterforth Parish Councils. Consider sharing the financial burden for the following whilst the current Clerk and RFO is employed by both Councils:

- Subscriptions to LALC and NALC - £195.03
- Subscription for Office 365 - £110.00
- ILCA training - £144.00

Cost already incurred by Kelbrook and Sough Parish Council is £449.03.

Resolved: Clerk and RFO to approach Salterforth PC with a view to sharing the above costs.

25.11.09.16. **AGAR Conclusion of Audit for 24/25**

Noted: That the External Auditors Report and Certificate dated 23rd July 2025 concluded the following:

- Section 2, Box 4 incorrectly included payroll costs in Staff Costs. Box 4 and 6 figures require re-stating for the 25/26 AGAR.
- Section 1, Assertation 1 deemed not compliant with the requirements of the budgetary process.
- Section 1, Assertation 3 deemed not compliant with the requirements of the Transparency Code for Smaller Authorities.
- Councils' explanations for non-compliance in other areas submitted with the AGAR have been accepted as adequate.

Noted: That all areas of non-compliance for 24/25 have been addressed except for the budgetary process which will begin in October 25 and meet the necessary requirements.

25.11.09.17. **SAPPP Assertation 10 – Digital and Data Compliance and the impact on Parish Councils**

17.1 Website Accessibility Statement

Noted: Website provider currently working on accessibility statement.

17.2 Email addresses for 'the Council' and 'Councillors.'

Resolved: Councillors to move to .gov.uk email addresses. Clerk & RFO to facilitate. Cost to council is £7.69 inc vat over and above current terms.

17.3 Identify a Data Controller within current Policies and Procedures.

Resolved: Clerk & RFO approved as Data Controller.

17.4 Adopt an IT Policy.

Resolved: Clerk & RFO currently working on IT Policy.

17.5 Adopt a BOYD Policy (Bring Your Own Device).

Resolved: Clerk & RFO currently working on BOYD Policy.

25.11.09.18. To review and adopt the following policies

Public Participation
Privacy Notice
Privacy Statement
Filming

Resolved: To adopt the above policies.

25.11.09.19. **Clerk & RFO 6 Month Review**

Noted: That the review took place on 5th September 2025 resulting in the offer and acceptance of a permanent contract, terms and conditions remain the same.

25.11.09.20 Date of next meeting

Clerk & RFO pointed out the need for an October meeting due to starting the budgeting process for 2026/27 and avoiding the process of finalising 2 month ends at the same time in November.

Resolved: Next Parish Council Meeting to be held on 16th October 2025at 7pm in the Village Hall.

The Chair concluded the meeting by asking Gary Lancaster for his thoughts on his first council meeting to which he replied …… Interesting.

Meeting concluded at 8.35pm

Karen Shorrock
Clerk & RFO, Kelbrook and Sough Parish Council