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 12th June 2025
7.45pm Kelbrook Village Hall

25.12.06.1 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.
25.12.06.2 Attendance, Apologies and Non-attendance
2.1 Recorded attendees were Cllr Elley, Cllr Ashley, Cllr Wright, Cllr Galway.
2.2 Apologies received and accepted from Cllr Mayers.
25.12.06.3 Declarations of Interest
None.
25.12.06.4 Public Participation
Nothing raised. Two MOP's requested to speak on Agenda Item 12 Sough Park.
25.12.06.5 Minutes 8th May 2025 Annual Parish Meeting
Resolved to accept as an accurate representation the minutes of the Annual Parish Meeting held 8th May.
25.12.06.6 Minutes 8th May 2025 Parish Council Meeting
Resolved to accept as an accurate representation the minutes of the Parish Council Meeting held 8th May.
25.12.06.7 Update on Items and Issues from Previous Minutes
7.1 Notices to Dog Walkers
Still waiting for ground conditions to improve.
7.2 Kelbrook Playground Re-surfacing
Resolved that Bounceback carry out the work as per updated estimate which is expected to be done in the coming days. **To note** that payment will be made on completion and will come from 2 x Grants awarded to council for this purpose – see Grant information.
7.3 Sough Bridge Mill possible environmental issue
Council advised by Environment Agency to contact their dedicated incident line.
Resolved that the Clerk will follow this up.
7.4 Telephone Box Door Issue
Resolved to approach village joiners regarding putting a latch on the door.
7.5 Cob Lane Litter Issue
The development appears to be litter free and there have been no comments made by local residents.
Resolved to defer to next meeting for a further update.
7.6 Kelbrook School Parking Restrictions

Council have checked with other local schools and parking restrictions are permanent and not lifted during school holidays.
Resolved that the Clerk will write to the resident explaining the situation.

25.12.06.8 Reports from Meetings with other Organisations

8.1 Cllr Elley attended the last WCAC meeting and gave a brief outline of matters raised, however, there were none that impacted Kelbrook and Sough Parish.

25.12.06.9 Matters arising from Correspondence

Nothing received.

25.12.06.10 Planning Matters

Nothing received.

25.12.06.11 Finance

RFO presented the financial report for May month end, and items 11.1 to 11.5 were approved and countersigned:
Payments, Receipts and Invoices, Cash Book, Bank Reconciliation, Bank Statement.
An additional invoice was presented by the Chair for consideration:

- Annual lockup rent for £330.

Resolved to pay providing it was on the annual spend approval list. If not, it would be presented at the next meeting as an agenda item. Clerk to report back at the next meeting.

11.6 25-26 Budget Analysis

Presented, approved and countersigned.

11.7 Noted that £84.97 has been re-allocated to the Insurance Budget for 25_26 using the resolved virement proposal at the last meeting.

11.8 Grant Income

Previously circulated information related to grants received by council from August 2023 to present date were discussed in detail and summarised as follows:

- Received: £7,500.81
- Spent: £2,100
- Remaining: £5,400.81

Resolved that grant money should and will be shown as 'Ringfenced' in future financials.
Noted that £2,425.81 received from WCAC will be used for the re-surfacing required at Kelbrook Park.
Noted that the remaining grant money received was awarded for use as follows:

- £600 – 2 yrs for Biodiversity projects such as Bat Boxes, Bird Tables etc.

Defer to next meeting to allow council time to research and present best use of funds.

- £1,000 – 2 yrs for Local Delivery Scheme (Footpaths)

Council have met with Tom Patridge regarding the footpath behind the Craven Heffer where the railway line dissects the footpath from Kelbrook to Salterforth which more often than not resembles a quagmire. Tom is prepared to seek relevant permissions, provide free labour and invoice council for the materials only. The intentions is to provide adequate drainage, lay gravel etc.
Resolved to ask Tom Partridge to proceed and provide council with an estimate of potential costs involved.

Council also raised the issue of weeds in and around both Kelbrook and Sough for which money from the Local Delivery Scheme could be used. The use of a local gardener at £20 for the 1st hr and £18 per hr thereafter was discussed for which employment status would need to be understood along with appropriate contract, insurance, risk assessments etc.
Defer to next meeting to allow council time to consider this proposal.

The remaining grant money of £1,375 from WCAC originally awarded for Sough Park footpath improvements was discussed. It was felt by council that the money should be spent on Sough Park but agreed to **defer** to the next meeting to allow time to consider best use of funds.

25.12.06.12 Sough Park

12.1 Council gave a further update as follows:

As agreed at the last meeting and based on the Basic, Better, Best proposal from PBC, council cherrypicked the lists and agreed a requirement of £6,571.82 worth of work in return for a contribution of £4,710. PBC have agreed this proposal and will invoice accordingly.

Resolved not to pay the invoice until council are satisfied that the work is being carried out.

Regarding the beck wall, WCAC have agreed a grant of £5k and it looks likely that a grant of £15k will come via the Environment Agency. If successful, the work is scheduled for August after the fish spawning season.

PBC have confirmed that the Estates Team have contacted Carnegie regarding lease extensions for Kelbrook Phoenix and Earby Bowling Club.

A MOP expressed concern that David Whipp via WCAC is pushing for council to take ownership of Sough Park through asset transfer, pointing out that taking care of Kelbrook Park is one thing. Taking on a Municipal Victorian Park is something else.

Council pointed out that Sough Park asset transfer was on the agenda and yet to be discussed however agreed that it wasn't something they would consider given the costs involved. The same MOP discussed PBC's current and future funding/reserves and its reluctance to spend money in Kelbrook and Sough, but also noted that by 2028 it is probable that PBC will no longer exist. Another MOP briefly touched on the cost of maintaining the toilets alone as an example of what asset transfer would mean for the Parish. Council agreed that WCAC had dangled a carrot by inferring that money would be available for the toilets if an asset transfer was made.

A 3rd MOP asked for clarification regarding council's earlier statement regarding having 'responsibility' for the front part of the park, pointing out that council has no responsibility as it is owned by PBC. It was **agreed** that the earlier statement was meant to convey that any voluntary contribution made by council was for the front part of the park only as the back is in Earby Parish.

The same MOP then went on to point out that at the meeting arranged by David Whipp on Sough Park Maintenance that the general consensus was ensuring value for money and that the councils choice (agreed at the last meeting) of litter picks, bin emptying, herbicide spraying did not represent value for money as these were basic tasks that PBC would have to do anyway as owners of the park.

A lengthy discussion followed between council and various MOP's, some of which was factual, some opinion based, the salient points are summarized below:

- Council felt that without a contribution it was likely that task frequency would reduce below that of the original basic proposal which would be counterproductive in many ways and could eventually lead to closure. **Clarification on potential closure required.**
- MOP's concerned about how the tasks would be monitored and what redress there might be if the council were unhappy with the results.

- MOP concerned that even if monitoring was in place, what would it be compared to given that current frequency of tasks is unknown.
- Council felt that the current park users would be the judge as the visual impact of work undertaken or not can be clearly seen. Council asked how the previous council monitored park maintenance.
- MOP confirmed that Earby Parish did the monitoring and that payment was made in arrears. Payment was previously withheld but eventually paid after PBC threatened to go legal.
- Council appreciative of the prior council's information.
- MOP requested financial justification for precept expenditure on Sough Park maintenance showing the additional cost benefit in comparison to the basic proposal. **Council agreed to provide this at the next meeting.**

12.1 Sough Park Event

Cllr Ashley proposed a Picnic in the Park Event to be organised by the Parish Council, involving Kelbrook Phoenix and Earby Bowling Club for people and/or families to turn up with their own chairs, blankets, picnics etc and enjoy a great day out. As it would be a Jacobs Join it was flet that the date could be flexible to allow for inclement weather. This would be organised at no cost to the Parish Council.

Resolved Organise a Picnic in the Park providing permissions, insurance, toilet facilities and parking can be facilitated.

12.3 Noted that WCAC at the meeting held on 1st April 2025 minuted and resolved to promote asset transfer of Sough Park to Kelbrook and Sough Parish Council in return for potential funding to refurbish the toilets.

Resolved that Kelbrook and Sough Parish Council will not consider taking ownership of Sough Park via asset transfer regardless of potential funding opportunities.

25.12.06.13 Internal Control Review

Noted that a review had taken place on 23rd May 2025 and acknowledged 2 areas of none compliance:

- Lack of asset control – see Agenda item 14.
- Inadequate Insurance – see Agenda item 15.

Internal Control Review signed by Chair.

25.12.06.14 Asset Register

14.1 Clerk explained what was required regarding condition monitoring and reporting. Cllr Ashley went through some initial observations regarding picnic benches/benches in various locations.

Resolved that the Clerk would obtain quotes for composite benches as suggested by the Chair.

MOP offered up that costings could be around about £450.

Cllr Ashley also offered up assets, benches and planters not currently recorded on the register. MOP also made council aware of the poor condition of the Quernmore sign which in need of attention as it is currently held together with wall ties. Pics to follow.

MOP's also suggested that a bench at the top of Quernmore would be advantageous to which council agreed.

Resolved that condition monitoring would be fed back to the clerk who will transcribe the information for consideration at the next meeting. Movement and replacement of assets will be considered then.

MOP asked if the Chip Shop Bus Shelter was still owned by PBC and the response was yes.

14.2 One planter at the top of Quermore still requires ownership – TBD. Cllr Ashley explained how the railing planters should work. Each one has 2 sets of self-watering liners which in theory a garden centre would plant up for spring, winter and summer and providing them at the appropriate time for display. This of course comes at an enormous cost. A second option is to empty them out, replace the compost and potentially replant? Another option is to retire them completely for now and

consider a way forward. Additional unrecorded planters require adding to the register. **Clerk will facilitate this.**

Resolved to empty the railing planters and research various options, costs and report back. Maintenance to be agreed once a decision has been reached.

Cllr Ashley requested permission to spend money on plants for the remaining planters**.**

Resolved that a budget of £100 can be spent at Hey Farm on compost and plants to facilitate this. Clerk to organise expenditure so that council could be invoiced and pay by bank transfer.

14.3 Lights at Kelbrook and Sough

It was debated and agreed that the lights were provided via a grant of £12k. Council acknowledged there are problems with both sets of lights and require assessing by a qualified professional and then a decision can be made.

Resolved to procure an assessment and present at the next meeting.

A MOP asked if he could make a proposal for the lights at the next meeting to which council agreed**.**

25.12.06.15 Insurance

Noted that council has taken Insurance with Clear Council for a period of 3 years with an annual premium of £858.58.

25.12.06.16 HMRC

Noted that £90.45 has been spent covering arrears going back to August 2024 to negate further interest accrual.

25.12.06.17 AGAR 24_25

Noted that Council has complied with its obligations relating to submission of documentation to the external auditor and the Exercise of Public Rights Notice.

25.12.06.18 Council Website

Noted that Council has published documentation required to comply with the Data Transparency Act 2015.

25.12.06.19 Council Facebook Page

Resolved that the current page will be closed. A new group will be created as a not for comment digital notice board only to be administered by the Clerk and Cllr Ashley.

25.12.06.20 Christmas Trees and Lights

No prices for living trees available as its too early. The living tree that is potentially available is an hour away and would require transport, planting, permissions etc. An MOP asked if the existing living tree would be viable but there were concerns around the electricity supply. Another MOP suggested an exiting conifer at Sough might be viable as there was an electrical supply was already available.

Resolved to defer to next meeting to allow council time to contact Stately Lighting for advice and options for the lights owned by Kelbrook and Sough Parish Council but kept in storage by them.

25.12.06.21 Date of next meeting

10th July 2025, 7pm, Kelbrook Village Hall

Meeting concluded at 9:15pm

Karen Shorrock
Clerk and RFO
Kelbrook and Sough Parish Council