# KELBROOK AND SOUGH PARISH COUNCIL

Chair: Cllr C. Elley
Kelbrook and Sough Village Hall
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Kelbrook and Sough Parish Council Meeting
Thursday 16th October 2025
7pm Kelbrook Village Hall

**25.16.10.1 Welcome**
The Chair of the Parish Council welcomed all to the meeting.
**25.16.10.2 Attendance, Apologies and Non-attendance**
2.1 Council welcomed new member Gary Lancaster to the meeting. (for the second time)
2.2 Recorded attendees were Cllr Elley, Cllr Mayers, Cllr Ashley, Cllr Wright, Cllr Lancaster.
2.3 There were apologies from Cllr Galway and from the Clerk/RFO Karen Shorrock.
**25.16.10.3 Declarations of Interest**
None.
**25.16.10.4 Public Participation**
A resident raised that whilst out delivering NHW stickers a local farmer had asked about the signs for dog walkers. This is already on the agendaPlease refer to Agenda item 6.1 for further information.
**25.16.10.5 Minutes 11th September 2025 Parish Council Meeting**
**Resolved** to accept as an accurate representation the minutes of the Parish Council Meeting held 11th September 2025.
**25.16.10.6 Update on Items and Issues from Previous Minutes**
**6.1 Notices to Dog Walkers**
With Cllr Galway not being present this was deferred to the next meeting. It was confirmed that we have the signs, they just need to be installed.
**6.2 Sough Bridge Mill possible environmental issue**
Case No. 02402255 – still no response to date.
**6.3 Telephone Box Door Issue**
Cllr Mayers reported that the door had been made safe with a temporary fix. Unfortunately it transpired that another part was required to complete the work.
**Resolved:** To order the missing part and complete the work asap.
**6.4 Weeds in Kelbrook and Sough**
Weeding had been completed on Main Street, the last to be done for this year. Vinegar and salt will be used to kill young weeds in the spring
**Resolved:** To continue with the weeding next year from Spring onwards as required. Vinegar and Salt to be purchased.
**6.5 Parish Council Facebook Page**
The page is ready to launch and will take place soon.
**6.6 NHWS Grant Application**
Council have spent £125.00 on Window and Wheelie Bin Stickers and Lamp Post Signs as agreed at the last meeting (Minute Ref: 25.11.09.11.1). The group has provided Council with a Constitution, Banking Facility and Treasurer, and the agreed grant payment of £250 has been forwarded to the bank account. It was noted that the only condition placed on the group by the PC was a bank account.

**6.7 Shared Resources**

**Noted:** That Salterforth Parish Council agree to share appropriate costs for shared resources whilst the current Clerk & RFO is employed by both Councils. Awaiting payment of £225.00.

**25.16.10.7 Reports from Meetings with other Organisations**

**7.1** Cllr Mayers attended the WCAC meeting in October. There were no matters relating specifically to Kelbrook and Sough. She reported that the police were in attendance and gave lots of useful information about ways of reporting concerns. This has been shared on the PC website and a link shared on the PC Facebook Page.

**25.16.10.8 Matters arising from Correspondence**

**8.1 Noted:** A resident reported the Telephone Box Door issue via the Council website on 13.09.2025.

**8.2 Noted:** The Clerk & RFO received a FOI request from a resident by email on 14.09.2025. A response has been sent in line with ICO guidance.

**25.16.10.9 Planning Matters**

**Noted**: Work has started on the Old Mill Site at the end of Dotcliffe Road. Residents have spoken to Sharon about some minor concerns and asked that we monitor progress on the site.

**25.16.10.10 Finance**

As the RFO was not present most items in this section were noted and will be finalised at a later date.

**10.8 Draft Budget for 2026-2027**

Councillors had all read and considered the budget.This was a first draft with some slight alterations and additions to be made and it would be presented in an updated form at the next meeting.

**25.16.10.11 Grant Income and Budget**

**11.1 Incoming Grant money summary: Noted**

**11.2 Local Delivery Scheme** - £1,000

**Noted**: Weeding Control concluded for this year. Invoice for £120.00 paid (Oct)

**Noted**: £372.00 in VAT paid to PBC for Footpath Improvements behind Craven Heifer.

1**1.3 Biodiversity Projects - £600**

**Noted**: Railing Planters have arrived. Amberol paid £295.99 inc VAT (Oct)

11.4 Unallocated Grant Money from WCAC

£1,375 originally awarded for Sough Park Footpath Improvements- Cllr Ashley is discussing with Cllr Whipp potential uses.

**Resolved**: To report back to the next meeting and agree how to use this.

**11.5** Cllr Ashley asked for agreement to apply to WCAC for a grant towards work on Kelbrook Playpark. This was approved by all councillors.

**Resolved**: Cllr Ashley to apply to WCAC for a grant.

**25.16.10.12 Asset Register**

**12.1 Asset register**

The asset register has been updated to reflect the current situation. **Noted**

**12.2 Handyman.**

There is an allocation in next year's budget for this. The Clerk has sounded out the handyman currently used by both Barnoldswick TC and Salterforth PC. Cllr Ashley will follow up with him once she has his contact details.

**Resolved**:Cllr Ashley to contact the proposed Handyman and report back to the next meeting.

**12.4 Siting of 2 x new benches**

Not yet completed. There are a number of volunteers happy to help do this.

**Resolved**: to co-ordinate a date asap for those who have volunteered to get together and complete this.

**12.5 Re-siting of Picnic Bench.**

This has now been completed.

**12.6 Broken Picnic Bench leg.**

Cllr Galway is sorting this.

**12.7 Tree Lights at Kelbrook and Sough.**

**Noted:** Stately Lighting have removed the Tree lights in Kelbrook & Sough. Invoice paid £1,140.00 inc VAT (Oct)

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

Cleaning - Cllr Ashley has one quote already which seems expensive. She has spoken to the contractor who does

Earby shelters and is waiting for a quote. She has checked the amounts Earby and Barnoldswick currently pay. Clly Elley has spoken to the contractor who repaired the bus shelter window about the repair to the roof.
**Resolved**:For councillors to come back to the next meeting with full prices and proposals.

**25.16.10.13. Christmas Trees and Lights**

**13.1 Arrangements for Kelbrook.**

Various options have been considered previously. At the meeting it was decided that the simplest solution was to utilise the tree that was already there in the Village Hall Car Park Area. To fit our existing lights would mean a charge of £350 for fitting and removal plus also a charge to supply a new connection to the power source. Again the simplest solution was sought which was to purchase additional battery powered lights and a cost of £50 suggested.

**Resolved:** To purchase a set of battery lights and use them on the tree in the VH carpark.

**13.2 Lanterns and Battery-operated lights**

At our last meeting it was suggested that the PC potentially facilitate the making and displaying of more globe style lanterns. Cllr Ashley has researched best prices for materials and a budget of £350 would provide 25 lanterns to be displayed in the trees at both Kelbrook and Sough. These would be made in a workshop by residents. The Chair suggested also providing extra materials so residents could make one and pay for it to take home. It was suggested that when they came down they could be stored in the lock up for next year.

**Resolved:** For Cllr Ashley to organise ordering materials and set a date for a lantern workshop

**13.3 Xmas tree at Sough**

**Noted**: Order placed with Stately Lighting for a Xmas Tree at Sough as last year at a cost of £1,470 inc VAT (Purchase Order 25110914 refers) previously circulated.

**25.16.10.14. SAPPP Assertation 10-Digital and Data Compliance and the impact on Parish Councils**

**14.1**

**Noted:** The Website Accessibility Statement has been completed.

**14.2**

**Noted**: That Easy web will attend the November meeting to install .gov email addresses on councillor devices.

**14.3 Consider adoption of IT Policy**

**Resolved:** To adopt the policy

**14.4 Consider adoption of BYOD (Bring Your Own Device) Policy**

**Resolved:** To adopt the policy

**25.16.10.15. Internal Control Review**

**Noted:** That Clir Mayers carried out an Internal Control Review on the Council's Financial Management and Internal Control System on 07.10.2025, previously circulated and available on the website. There were no concerns other than to note that the budget process for 26_27 needs to be more robust as alluded to in the AGAR documentation for 24_25

**25.16.10.16. Defibrillator located outside Kelbrook Village Hall**

16.1 Cllr Mayers to give an update on current position.

The defib will be serviced on the 20th at 11am. New pads and new batteries have been ordered. Clly Mayers and Cllr Elley are going to meet the contractors and speak to them about instructions etc.

Resolved: That Cllr Mayers and Clly Elley would meet the contractors at 11 am on Monday

**25.16.10.17. Date of next Meeting**

The next meeting will take place on Thursday the 13th of November at 7pm.

The meeting closed at 7.25pm