

KELBROOK AND SOUGH PARISH COUNCIL



Chair: Cllr C. Elley
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Meeting of Kelbrook and Sough Parish Council

Tuesday 18th March 2025

7.00pm Kelbrook Village Hall

Acting Chair, Cllr Elley began by announcing that the current Chair, Cllr Katiff had resigned and proceeded to read out the resignation letter.

Council elected Christine Elley as the new chair.

Proposed by: Cllr Mayers, Seconded: Cllr Galway

Resolved: to elect Christine Elley as the Chair of Kelbrook & Sough Parish Council.

25.18.03.1 Welcome

The Chair, Cllr Elley welcomed all to the meeting at 7pm.

25.18.03.2 Declaration of Co-opted Councillors

Co-opted Cllrs Ashley and Wright were welcomed as members of the Council and duly signed a Declaration of Office witnessed and signed by the Proper Officer.

25.18.03.3.1 Apologies and Non-Attendance

Recorded attendees were, Cllrs Elley, Mayers, Galway, Ashley, Wright.

25.18.03.3.2 There were no written apologies for absence.

25.18.03.4 Declarations of Interest

None

25.18.03.5 Public Participation

25.18.03.5.1 A member of the public raised a concern about the defibrillator located on the changing room wall within Sough Park. The defibrillator was required for use at night. Unfortunately, it could not be accessed because there are no lights.

Resolved: Clerk to contact PBC defibrillator guardian and report back.

25.18.03.5.2 The same member of the public raised a concern regarding an Engineering company based at Sough Bridge Mill. Large tubes (possibly Aluminium) are brought out into their yard at the front of the premises. They use grinding equipment to presumably remove any residual metal bits and then power wash them. This residue is then directed

towards a drain including the filings and potentially any chemicals used (if any) from the power washing. Concern as to where the waste is going.

Resolved: Council to contact Environmental and/or Yorkshire Water and report back.

25.18.03.5.3 A member of the public asked a question about the draft minutes for January in relation to a previous question regarding who the current RFO was where Cllr Elley stated it was Carol Singleton, who resigned, then Sharon Ashley, who resigned. The member of the public pointed out that Sharon resigned first, then Carol Singleton.

Resolved: Council agreed to look back at the footage and propose an amendment if required at the next meeting.

25.18.03.5.4 The same member of the public went on to say that the draft minutes also state that Cllr Elley took over the role of RFO following on from those resignations and asked where this decision was resolved.

Resolved: Council agreed to look back at the footage and propose an amendment if required at the next meeting.

25.18.03.6 Approval of Draft Minutes from 29th January 2025

Acceptance and approval will be deferred to the next meeting of the Parish Council

25.18.03.7 Update of items and issues from previous minutes.

25.18.03.7.1 Notices to Dog Walkers

Cllr Galway confirmed that the signs were not yet up and that discussions had taken place with some of the local farmers. There are 30 signs for which council has 15 posts. Cllr Galway proposed purchase of another 15 posts. The signs will then be put up.

Resolved: To purchase another 15 posts.

25.18.03.7.2 Kelbrook Playground Re-surfacing

With a grant of £1,800 from WCAC, Cllr Mayers presented 3 quotes for the proposed work: Spectra £3,124, RTC £2,044 and Bounce Back £1,806 (recommended and used by PBC). All of which are estimates.

Resolved: To invite Bounce Back to site and ask for an accurate quotation. If the quotation is within 10% of the £1,800, council resolved to approve.

25.18.03.8 Reports from Meetings with other Organisations

25.18.03.8.1 West Craven Area Committee attended by Cllr Mayers

The meeting was attended by PCSO Richard Riley. West Craven area now has a dedicated PC who is in the process of familiarising himself with the locality. Cllr Mayers presented the Crime Statistics for West Craven stating that the Police are urging the public to report crime so that it can be dealt with. Speeding on Colne Rd through to Kelbrook was brought up by Cllr Mayers. The Police are aware of it and PCSO Richard Riley would be discussing the issue with his superiors the next day.

WCAC representatives had met with Royal Mail to discuss delivery issues and were informed that everything had been resolved. Despite the reassurances, delivery issues remain a problem and as such WCAC want to be kept informed when problems occur.

WCAC have written to the Integrated Care Board with regards to getting access to a Dentist. With no satisfactory answers forthcoming they encourage people to use Lancashire Dental Help Line. Cllr Mayers offered the contact details to anyone who wanted it. During the meeting Cllr Whipp said he would organise a meeting on 8th March to discuss Sough Park which is an agenda item at tonight's meeting.

25.18.03.9 Matters arising from Correspondence

25.18.03.9.1 Council was asked to re-consider its previous objection to 24/0773/PIP Land North of the Stables on Old Stone Trough Lane, Kelbrook.

Resolved: Councils position remains the same as it contravenes the Neighbourhood Plan.

25.18.03.9.2 Council was asked for an update on the following item:

25.18.03.9.2.1 Continued deterioration of the wall at the bottom of Church Lane.

Ownership still not resolved. Clerk to check with Land Registry to ascertain where the boundary is for the wall. This issue has been reported numerous times over the years to Highways. Cllr Elley reported again last week with photographs and dimensions, still waiting for a response. Ongoing.

25.18.03.9.2.2 Bench halfway up Cob Lane obscured by vegetation in need of clearing. Complete, thanks to Keith.

25.18.03.9.2.3 Has a decision been reached on a use for the re-furbished telephone box? Currently unsafe as the door keeps swinging open.

Resolved: Councillor Galway to purchase a latch or similar to make it usable at which point the community will be asked what they would like it to be used for.

25.18.03.9.3 Council acknowledged receipt of 2 emails regarding Sough Park which is agenda item 13.

25.18.03.10 Planning Matters

25.18.03.10.1 Quernmore Drive Kelbrook – 25/0101/HHO

Resolved: Not to object

25.18.03.10.2 Cob Lane condition variations 25/0105/CND

No response was received after council submitted a letter of concerns relating to the previous condition variations regarding the provision of monitoring evidence. Cllr Mayers asked how council would know that it was being done, and it was noted that work has ceased for the moment.

Cllr Galway has also been approached by a member of the public regarding litter coming from the cob lane development.

Resolved: Cllr Galway will discuss the issue with the site manager when it's possible to do so.

25.18.03.11 Finance

25.18.03.11.1 Bank Reconciliation

25.18.03.11.2 Payments and Receipts with Invoices

Resolved: Cash Book, Bank Reconciliation and Invoices were examined, verified and certified by 2 Cllr's who are not authorised financial signatories.

25.18.03.11.3 YTD Budget Analysis 24_25 presented.

25.18.03.11.4 New budget proposal for 25_26 was presented

Resolved: To accept new budget as presented.

25.18.03.11.5 Direct Debit Review

Resolved: Council confirmed continuing acceptability; the Direct Debit Policy Review was adopted.

25.18.03.11.6 Regular Payment Review

Resolved: Council confirmed continuing acceptability; the Regular Payment Review Policy was adopted.

25.18.03.11.7 Cost Benefit Analysis of a Debit Card was explored in relation to VAT reclaim.

Resolved: Not to pursue. Clerk/RFO can reclaim VAT for purchases made on behalf of the council as an employee. Majority of council payments are made by Bacs and any unclaimed VAT would be net zero because of the bank charges for a debit card.

25.18.03.11.8 Update on HMRC and VAT 24_25

Council now has an online HMRC account, and all details have been amended to reflect current information. Council was in arrears for unpaid tax which was accruing interest. This has now been paid.

Resolved: Clerk/RFO to set up a variable direct debit for HMRC so that this cannot happen again.

No VAT claim has been made for the current fiscal year as paperwork for previous claims has not yet been located. The intention is to submit an online application which will be approx. £1,500

25.18.03.11.9 Consider purchasing Acrobat Adobe or similar to aid processing of documentation for website etc.

Resolved: No quotes were presented but council approved the purchase. Clerk/RFO to follow up.

25.18.03.11.10 Training for Clerk/RFO and new Cllr. Both to complete ILCA and Clerk/RFO to complete FILCA. Total cost £432 with 12 months to complete the online courses.

Resolved: Council approved. Clerk/RFO to follow up.

25.18.03.12 Insurance Policy

25.18.03.12.1 Council to review current policy

25.18.03.12.2 Council to consider if the policy is fit for purpose and explore alternative providers.

Council is currently reviewing its Asset Register which is an integral part of an Insurance Policy. Clerk/RFO attending a meeting next week with Earby Town Council Manager to compare notes as they are also with Zurich and are in the process of developing theirs.

Resolved: To review current policy in conjunction with Asset Register and explore alternative providers.

25.18.03.13 Sough Park

Cllr Mayers discussed the meeting held at the Barn on 8th March organised by David Whipp and concluded that it was nice for people to have the opportunity to have a voice. There was no negativity going forward except for knowing what you're paying for. A meeting was held with Phil Riley PBC and Cllr Mayers, Cllr Elley and Sharon Ashley. Council stated they wanted measurables, a Service Level Agreement and to be able to monitor what is happening in the park. Where is our money going? He was really open to that.

Cllr Mayers then suggested that council agree to fund the park for this year on the basis that he provides what we've asked for before we pay. Cllrs Elley and Galway were in agreement as it can be reviewed next year. Cllr Mayers stated that council want to retain a stake in the

park as it is for the community, and we want to be able to make some choices about what happens to it. If we withdraw our funding completely, we take away that opportunity, so, with measurables, we can go forward. Cllr Mayers went on to say that Sharon Ashley had been in touch with Carnegie Fields in Trust which prevents the Football Club and Bowling Club from having more than a yearlong lease. Cllr Ashley has had discussions with Carnegie Fields in Trust and Pendle Council can make an application to them that would allow longer leases to be granted. In turn, the clubs would then be in a position to apply for additional funding through grants to make improvements to their respective facilities. Phil Riley has agreed to send this information on to the appropriate department for an application to be made. Cllr Asley went on to say that Carnegie would consider longer leases providing there was proof that it was for Sporting facilities.

Resolved: To continue to pay a voluntary, non-contractual maintenance fee for Sough Park providing an acceptable, costed proposal and Service Level Agreement is in place for the fiscal year 25_26.

Resolved: Cllr Ashley to continue to liaise with Phil Riley et al regarding lease extension with Carnegie Fields in Trust.

25.18.03.14 Date of next meeting and future meeting schedule

Annual Parish Meeting Tuesday 6th May 2025

Annual Parish Council Meeting Thursday 8th May 2025

Meeting closed 8:05pm