KELBROOK AND SOUGH PARISH COUNCIL

Chair: Cllr C. Elley
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Kelbrook and Sough Parish Council Meeting
Thursday 20th November 2025
7pm Kelbrook Village Hall

25.20.11.1 Welcome
The Chair of the Parish Council welcomed all to the meeting.
25.20.11.2 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 Galway (7:03pm) Cllr Lancaster.
25.20.11.3 Declarations of Interest
None.
25.20.11.4 Public Participation
Nothing raised.
25.20.11.5 Minutes 16th October 2025 Parish Council Meeting
Resolved to sign the minutes of the meeting held on 11.09.2025 (previously accepted as an accurate representation) 2025. **Also resolved:** To accept the minutes of the meeting held 16.10.2025 with the following amendments: Agenda Items 6.7, 11.1, 11.2, 13.3 to read NOT DISCUSSED.
25.20.11.6 Update on Items and Issues from Previous Minutes
6.1 Notices to Dog Walkers
Resolved: Still need a date for installation.
6.2 Sough Bridge Mill possible environmental issue
Case No. 02402255 – Clerk to email for a progress report.
6.3 Telephone Box Door Issue
Noted: That an additional spend of £42.50 has been made and the Telephone Box is now fixed and safe. Thanks to Keith.
6.4 Parish Council Facebook Page
Noted: The page is now available but requires additional work which will be carried out over the Xmas period. Once done the old FB page will be retired.
6.5 Shared Resources
Noted: That £225.00 has been received from Salterforth Parish Council.
25.20.11.7 Reports from Meetings with other Organisations
7.1 Cllr Wright attended the WCAC meeting in October. There were no matters relating specifically to Kelbrook and Sough. She reported that a formal complaint had been made about the delivery service from Royal Mail. Poor road conditions in the area were also discussed as well as the 280 Stagecoach Bus Service where children were/are arriving late for school. No responses have been received to date.
25.20.11.8 Matters arising from Correspondence
Nothing received.
25.20.11.9 Planning Matters
25/0722/HHO Tanners House Farm, Old Stone Trough Lane, Kelbrook.
Resolved: Not to object.

25/0756/FUL Technical Details Consent

Land to the North of Old Stone Trough Lane, Kelbrook

PIP already in place, No issues with Highways. Construction Phase Issues will have to be monitored once the build is underway along with the people who live in that area. Water discharge and waste discharge has been dealt with. It was felt that this was a modest 2 bed build bungalow in keeping with what is around it so there is nothing really to object to.

Resolved: Not to object.

25.20.11.10 Finance

10.1 Resolved: to approve and countersign all financials from the meeting held 16.10.2025.

10.2 – 10.6 Resolved: Cash Book, Banck Reconciliation, Bank Statement and Budget Analysis were all approved and countersigned.

25.20.11.11 Grant Income and Budget

11.1 Incoming Grant money summary

Noted.

11.2 Unallocated Grant Money from WCAC

Cllr Ashley has spoken to David Whipp regarding a potential virement proposal to use the grant money for 'something' within Sough Park. One thought was that planting perennials in the flower beds around the War Memorial might be an option. It was also suggested that providing funding for the cleaning of the War Memorial may also be an option**.**

Resolved: Defer a decision on the virement proposal for planting until the next meeting and the Clerk to contact ETC regarding cleaning costs for the War Memorial.

25.20.11.12 Asset Register

12.1 Handyman

Cllr Ashley has spoken to the interested person who has agreed in principle to work for Kelbrook including the Playground Inspections albeit it is a contracted payroll position as he currently works for Barnoldswick Town Council and Salterforth Parish Council.

Resolved: To arrange a meeting in January 2026 to discuss the Parish Council needs and contract etc.

12.2 Siting of 2 new benches

Still require siting.

12.3 Broken Picnic Bench Leg

Still requires a solution.

To note : Cllr Mayers made council aware of another damaged bench in need of some TLC after an altercation with a vehicle.

Resolved: To place Hazard Tape on the affected bench to stop pedestrians from sitting on it until a solution could be found.

12.4 Bus Shelter cleaning in general and roof condition to the East bound Sough Shelter

Cllr Elley confirmed that Gary Rhodes will be providing an appraisal on the rood condition and suggested solutions if there is an issue. Cllr Ashley has had 2 quotes for cleaning the shelters as follows: First Quote from a power washing company which was £80 per shelter for the first clean. Subsequent cleans would be £40 per shelter. Second quote from the same person who clean ETC shelters was for £70 per clean of all the shelters and suggested cleaning them 4 x per year. A discussion ensued regarding what may be happening with the existing shelters as some kind of work looks imminent albeit at this point the extent of the work is not known.

Resolved: To approve the spend for cleaning of the shelters using the same company that ETC use without entering a contract until the fate of the current shelters is understood.

25.20.11.13. Christmas Trees and Lights

13.1 Lanterns and Battery-Operated Lights

Noted: Lanterns, Lights and Batteries purchased with a total spend of £281.11 against a budget of £350.00. An opportunity to help make up the lanterns will be held in the 'Old Barn' on Sunday 23rd November from 11am. Community participation is welcome. The finished lanterns will be hung in Kelbrook and Sough as soon as the weather allows. Cllr Galway suggested offering any left-over lanterns to people in the bungalows behind the bus stop.

25.20.11.14. SAPPP Assertation 10-Digital and Data Compliance and the impact on Parish Councils
Noted: Easyweb attended the meeting to install .gov.uk email addresses on councillor devices.
25.20.11.15. Defibrillator located outside Kelbrook Village Hall
15.1 Cllr Mayers confirmed that the defib has been serviced and is now registered on the 'Circuit' with Cllr Elley as a registered guardian. It was felt that as the device is difficult to get into a 'How to Guide' might be useful for the Notice Board. Progress on the proposed training to be followed up by Cllr Elley.
25.20.11.16 Sough Park – Beck Wall
Noted: Work has now been completed by PBC albeit the residual stone has been thrown back into the beck.
25.20.11.17 Asset Transfer Proposals from PBC
Resolved: Kelbrook and Sough Parish Council have no interest in taking on any of the assets on offer from PBC.
25.20.11.18 Free Swimming Scheme
Council felt that the take up for this year had been very good and wish to continue to support the scheme.
Resolved: To support the Free-Swimming Scheme for 26_27.
25.20.11.10.7 Draft Budget for 2026-2027 (previously circulated)
The RFO presented the budget explaining that the presentation for v2 had changed to make it easier to understand. Consisting of 25-26 Full Year Forecast and 26-27 Budget Proposal with assumptions. For precept purposes the budget has been split into Council Administration, Services/Amenities. Ear marked Grant Funding is also a consideration in next years budget including carry over from 25-26.

RFO pointed out that based on the current numbers there was approximately £1,300 of unallocated precept money, but this did not include any donation to Sough Park or Plants etc. Council felt that there was no alternative to a Christmas Tree in Sough for the remainder of their tenure.
Resolved: To provide a Christmas Tree in Sough for the remainder of this Councils tenure.

Whilst council has a balance of ear marked reserves from incoming grants there are two grants available, one known, one assumed for 26-27 from WCAC. Already resolved to apply for 25-26 at October meeting.

Sough Park was discussed in detail as it is a valuable community asset. The effect of devolution was touched on as was asking David Whipp for a potential contribution figure, Council managing certain areas themselves including the possibility of planting flower beds. Council felt that ultimately it would not be a decision for David Whipp and that an amount should be agreed on given that it would be coming from reserves rather than precept.

RFO stated that the priority for Councill should be budgeting for spending on the needs of the Parish first given that Sough Park is owned by PBC, pointing out that the detail was still open for discussion given that the budget and precept is required to be approved in January 2026.

Cllr Mayers pointed out that there would be no budget for Defibrillator maintenance as this had already been spent.

RFO confirmed that the Playground Inspection budget was based on moving to 2 weekly Inspections using in-house RoSPA qualified staff to do the job.

25.16.10.17. Date of next Meeting
The next meeting will take place on Thursday the 15th of January at 7pm.

The meeting closed at 7.55pm