

KELBROOK AND SOUGH PARISH COUNCIL



Chair: Cllr C. Elley
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Kelbrook and Sough Parish Council Meeting
Thursday 9th April 2026
7pm Kelbrook Village Hall

26.09.04.1 Welcome

The Chair of the Parish Council welcomed all to the meeting.

26.09.04.2 Attendance, Apologies and Non-attendance

2.1 Recorded attendees were Cllr Elley, Cllr Ashley, Cllr Lancaster.

2.2 Accepted apologies were received from Cllrs Wright, Mayers and Galway.

26.09.04.3 Declarations of Interest

Cllr Elley declared an interest in agenda item 9.1 Planning Matters.

26.09.04.4 Public Participation

Nothing raised.

26.09.04.5 Minutes

Resolved: To accept as an accurate representation the minutes of the meeting held 25th March 2026.

26.09.04.6 Update on Items and Issues from Previous Minutes

6.1 Sough Bridge Mill possible environmental issue

Case No. 02402255

Not raised with PBC at the last meeting due to no representation by the PC.

Resolved: Clerk to follow up with PBC directly.

6.2 Parish Council Facebook Page

Clerk reported that old page is still live whilst the transfer of information continues.

26.09.04.7 Reports from Meetings with other Organisations

7.1 WCAC Meetings

No representation from Kelbrook & Sough PC at the meeting held on 31st March 2026.

26.09.04.8 Matters arising from Correspondence

8.1 Parish Council were thanked by Foulridge PC for their contribution to the Great British Spring Clean litter pick.

CLLR ELLEY LEFT THE ROOM WHILST A DISCUSSION TOOK PLACE ON AGENDA ITEM 9.1.

26.09.04.9 Planning Matters

9.1 26/0146/HHO Erection of Front Porch at 13 Waterloo Road, Kelbrook

Noted: As council were not quorate, no resolution could be made. The remaining councillors would have voted to approve had they been able.

26.09.04.10 Parking

Clerk reported that a response had been received from Traffic East and that despite the suggestions made by council to prevent the current issues immediately opposite the school entrance, none of them were considered suitable. Traffic East will be discussing the issue at their next Traffic Liaison Meeting due in either June or July.

Resolved: Clerk to share Traffic East response with the Chair of School Governor's.

26.09.04.11 Weed Control

11.1 Green Bin Subscription Scheme

Resolved: Clerk authorised to organise subscription to the scheme.

MINUTES

11.2 Purchase Salt and White Vinegar for weed spraying.

Resolved: Clerk authorised to purchase.

26.09.04.12 Assets and 'Get it Done' Days

Only the items listed below were discussed as the rest form a list of things that need doing.

12.2 Handy Man

Clerk reported that the potential employee is awaiting surgery and will be unable to work for the PC for the foreseeable future.

12.6 Asset Appraisal.

Clerk reported that the register has been updated to reflect the recent disposals.

12.9 Kelbrook Park Inspections.

Clerk seeking authorisation to contact PBC for change to bi-weekly inspections (Approved during budget process) and monthly billing rather than annual.

Resolved: Clerk to contact PBC and organise bi-weekly inspections and monthly billing.

Council discussed potential timings for the 'Get it Done Days' given the weather situation.

Resolved: To complete the to-do list at some point in May.

Clr Elley discussed arrangements and dates for defibrillator training which will take place in 'The Barn.' Dates on offer are 11th, 23rd and 30th May. This will be an agenda item at the next meeting.

26.09.04.13 Finance

13.1-13.4 **Resolved:** Payments, Receipts, Cash Book, Banck Reconciliation, Bank Statement and Budget Analysis were all approved and countersigned for March 2026.

26.09.04.14 Year End Accounts 25_26

14.1 to 14.5 **Resolved:** Approved and countersigned.

14.6 Full Year VAT Claim 25_26 for HMRC.

Noted: VAT Claim for 25_26 has been submitted.

26.09.04.15 Year End Earmarked Reserves Account 25_26

15.1 to 15.5 **Resolved:** Approved and countersigned.

26.09.04.16 Full Year Budget Analysis 25_26

16.1 Council acknowledged the large underspend due to not receiving an invoice for Sough Park Maintenance. The narrative, analysis and balance sheet were discussed. **Resolved:** Approved and countersigned.

26.09.04.17 Direct Debit Review

Resolved: Previously circulated review was accepted for use by the RFO for 26_27.

26.09.04.18 Regular Payment Review

Resolved: Previously circulated review was accepted for use by the RFO for 26_27.

26.09.04.19 Date of next Meeting(s)

Annual Parish Meeting – 12th May at 7pm

Annual Parish Council Meeting – Thursday 14th May at 7pm

Parish Council Meeting – Thursday 14th May following the conclusion of the Annual Parish Council Meeting

The meeting closed at 7:34pm.