

KELBROOK AND SOUGH PARISH COUNCIL



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Kelbrook and Sough Parish Council Meeting
Thursday 10th September 2026
7:00pm Kelbrook Village Hall

1. Welcome

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

2. Councillor Resignation

Noted: The Chair reported that a written resignation had been received from Councillor Angela Mayers. The Clerk & RFO reported that the vacancy will be dealt with according to the statutory procedure. Notice of election to follow.

3. Attendance, Apologies and Non-attendance

3.1 Recorded attendees were Cllr Elley, Cllr Wright, Cllr Galway, Cllr Lancaster.

3.2 Accepted apologies were received from Cllr Ashley.

4. Declarations of Interest

None.

5. Public Participation

A member of the public asked for information relating to expenditure of grant money awarded by the Parish Council to the local Neighbourhood Watch. The Clerk & RFO who is treasurer for the NHW confirmed that there is still a balance of money available and agreed to provide accurate information for the next meeting but stated that expenditure was related to booklets, bin stickers etc. The same member of the public expressed a wish to speak on the item relating to Kelbrook School and Parking as a representative of the School Governors which will be covered by the West Craven Area Committee Item.

6. Minutes

Resolved: To accept as an accurate representation the minutes of the Parish Council Meeting held on 14th July 2026.

7. Update on Items and Issues from Previous Minutes

7.1 Sough Bridge Mill possible environmental issue

Case No. 02402255

This case is now over 12 months old and numerous unsuccessful attempts have been made by the Clerk & RFO to gain access to the outcome from the Environment Agency. **Resolved:** and agreed with the resident to remove from the agenda. A new case to be raised if the issue arises again.

8. Reports from Meetings with other Organisations

8.1 WCAC Meetings 4th August & 8th September

Clerk & RFO reported the following:

- Police were not in attendance for either of the meetings despite a rise in thefts and assaults in West Craven. Committee resolved to ask for a Senior Officer to attend when local bobbies are not available.
- Costs for opening, closing, and cleaning the re-furbished toilets at Sough Park from 8am to 7pm year-round except for Christmas Day are Option 1. £4,550 per year for the stand alone, stone building. Option 2: £9,100 per year for all the toilets, 3 within the changing room facility and 1 in the stand alone, stone building. These prices do not include consumables.
- Kelbrook Phoenix FC turned down a request for help due to lack of time and resources.
- A revised proposal costing £2,700 (consumables extra) with opening from 8am to 7pm from April to November for the stand alone, stone building was discussed. Committee resolved to ask for this to be

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considered at the next PBC Executive meeting.

- Borough Cllr Glenn Whittaker raised the issue of child safety and welfare in and around Kelbrook School because of an email he had received from a concerned resident in Kelbrook. Cllr Susan Land had also received the same email. Clerk & RFO had not received the email and did not know if any council members had received it. During the meeting Cllr Land forwarded the email to the Clerk & RFO. Cllr Whittaker went on to explain that various suggestions had been made in the email and alluded to various schemes such as road closures, parking zones, and speed humps to which the committee expressed an interest in. Cllr Whittaker concluded by stating he had written to the Head Teacher.

Clerk & RFO explained that in February 2026 the Parish Council discussed the issue of child safety in and around the school. Extensive communication was had with Highways, Traffic East, and Traffic Liaison relative to the current TRO's in operation within the village and traffic on Waterloo Road. This culminated in the Head Teacher and Chair of Governors attending a Parish Council Meeting where the findings were discussed. The consensus was that enforcement of the current TRO's would be counter productive and only serve to force additional traffic onto Waterloo Road where the real problem lies immediately opposite the school entrance. Highways also concluded that barriers and/or bollards in that area were unsuitable due to the pavement width. Clerk & RFO agreed to send copies of the minutes from that meeting along with the TRO map and Traffic Liaison meeting extracts.

Following on from the WCAC meeting the Clerk & RFO has established that no Kelbrook and Sough councillors received the email from the resident and neither did the Head Teacher who confirmed that the school's position remains the same as it did in February. Research shows that the schemes suggested by the resident are operational in cities and large towns which have the infrastructure to support them, such as school buses, park and walk facilities and cycle ways that do not exist in or close to Kelbrook. Such schemes would also cost residents money for parking permits etc.

The vice chair of school governors who is also a Kelbrook resident went on to say that the issue is caused by drivers parking immediately opposite the school on the pavement and across from the junction. The school does as much as it can in challenging drivers as do residents but are often subjected to abuse. Going on to say the suggested schemes and/or speed humps would be unworkable due to the amount of farm traffic and suggesting that enforcement is the key, but it does not happen often enough and is usually at the wrong time of day. The school has requested enforcement presence many times over the years.

Potential parking solution were discussed such as the car park opposite the church and the Craven Heifer Car Park. As there is a pedestrian crossing at the bottom of the drive, this option would be preferable if it could be arranged. Clerk & RFO has discussed this option with the Head Teacher and Chair of Governors who agreed that if it were possible, the school would promote its use. It was also noted that parking issues always increase at this time of year because of the new intake.

9. Matters arising from Correspondence

None.

10. Planning Matters

None.

11. Assets

11.1 Broken Picnic Leg Bench.

Clerk & RFO has contacted Kedel (Burnley) to discuss repair and they have no interest. A lengthy discussion about the extent of the damage, types of repairs, potential location (grass near Telephone Box), or should it be scrapped took place and it was **Resolved:** to defer to the next meeting for further consideration.

The Clerk & RFO raised the potential for Kelbrook & Sough to engage the services of a lengthsman on a self-employed, own insurance, zero hours contract who could assist with repairing the picnic bench. **Resolved:** Defer to next meeting. Clerk & RFO to supply council with more information and arrange for the person to attend the next meeting for consideration.

11.2 Telephone Box

Clerk & RFO reported that the person who had asked to use it as a community library had intended to send a presentation for council to consider but unfortunately this had not been received and despite emailing, there has been no response to date.

Cllr Galway has made a notice board which will be mounted on the inside of the telephone box. Council feel that

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there is lack of space for people and community groups to advertise upcoming events and information due to the amount of documentation in the village notice boards for Parish Council Agenda's and Minutes. **Resolved:** Clerk & RFO to post on social media that the Telephone Box can be used for advertising by people and local groups. This would not be exclusive and other suggestions like seed swapping would also be considered. Review in a couple of months.

12. PIP Funding Update

The Annual Playground Inspection report has now been received and circulated to all Councillors. Analysis is now required to decide how best to use the funding. Clerk & RFO reported that additional money is also available and will be discussed in Item 27.3.

13. Residents Survey

No meeting has been held to date due to prior commitments. As Cllr Ashley was not at the meeting and is the lead on behalf of council it was **resolved:** to defer to the next meeting.

14. AGAR 25_26

The notice of Conclusion of Audit was published on 1st August 2026. **Noted:** On submission of the AGAR for 25_26 council confirmed that it had not complied with governance assertion, Section 1, Box 3. This related to not publishing information for all expenditure above £100. Councils' argument was that all expenditure is published regardless of amount and should therefore suffice. The auditor disagreed. This has been rectified and the file is available on the website.

15. Paving at Kelbrook Beck

Clerk & RFO confirmed that the triangular piece of land in question is not on the Land Registry. PBC and LCC have no responsibilities associated with it as it does not form part of the highway (maps provided). It could be within the extent of the waterway boundary. Currently waiting for a response from the Environment Agency Estates Team in Preston. Clerk & RFO advised that if ownership/responsibility could not be determined, council should not undertake any work in this area due to the potential liability.

Cllr Galway went on to discuss the recently damaged bench and the likelihood of replacement given that residents have asked what is happening. **Resolved:** Given that ownership/responsibility of the land in that area the damaged bench should be permanently removed regardless of its status as a parish asset. Cllr Galway agreed to remove and dispose.

16. Common Land in Kelbrook and Sough

Clerk & RFO confirmed the only common land was associated with Kelbrook Moor.

17. Road Surface at Cob Lane/Waterloo Road

Cllr Mayers had referred this to Cllr Glen Whittaker who raised it at West Craven Area Committee. It was stated that LCC are in discussion with United Utilities to connect the water before the road(s) can be made good.

Resolved: to wait for an update from West Craven Area Committee.

18. Parish Trees

Noted: Clerk & RFO confirmed that PBC has sent a map of the parish containing all current TPO's within its boundary. There are no TPO around the beck area in Kelbrook. The only TPO's are located up Dotcliffe Road and on Colne Road on the Euravia side. Council stated there were trees in both Kelbrook and Sough with tags on. PBC have confirmed that roadside trees are the responsibility of highways and therefore LCC. PBC to provide additional information for trees that are the responsibility of the Parish Council. Tagged trees to be investigated further.

19. Area Committee Funding for Kelbrook and Sough

Noted: West Craven Area Committee agreed to grant the Bowling Club £450.00 towards the cost of CCTV for the front of the park following on from the recent assault. This means that Kelbrook and Sough's remaining grant allocation from WCAC now stands at £865.40 for 26_27 although there is £1,826.42 carried over from previous years which remains unallocated.

20. Pendle Local Plan 5th Edition 2025-2045 Scoping Report and Consultation

Debbie Richardson explained that the governments new National Planning Framework (not yet published) is the driver behind PBC having to revise its Local Plan (2-year timescale), which in turn could have implications on our Neighbourhood Plan. Changes may be required. As the government is changing the process for house building, at some point there will be a call for potential housing sites as there was 7 years ago. As the government has doubled the number of houses to be built every year this will impact green field sites as there are insufficient brown field sites. Cllr Elley asked what happens if not enough sites are offered up. Debbie explained that in 2018

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when the current Local Plan was being developed, Pendle received 200 sites and there were many in Kelbrook, so they could be put forward again. Without the National Planning Framework, the selection criteria are not yet known. The proposal from PBC is to keep it as close to the existing plan but there are a number of questions to be answered in the questionnaire. This is just an initial consultation so there will be others along the way. **Resolved:** Debbie Richardson to complete the questionnaire on behalf of council.

21. Councillor Declarations of Interest

Changes in legislation in relation to Cllr addresses require new forms to be completed. All DOI's have been removed from ours and PBC's websites and will be replaced with redacted forms. Under the revised legislation, councillors are required to provide their home address in the 'Land Section' of the form for either owned or rented property. The information will then be redacted by PBC and then sent back to the Clerk & RFO for inclusion on our website. PBC will keep the original copies on file.

22. NALC Salary Scales – Pay Award

LALC, via NALC have sent the recently settled pay award information for clerks which is 3% payable from 1st April 2026. The hourly rate has increased from £15.82 to £16.34, £0.52 per hour. Back pay will be roughly £56.32 gross.

23. Local Government Reorganisation – Elections and LGR Teams Meeting with PBC

Item not discussed considering the Governments recent announcement that LGR is now paused.

24. Sough Christmas Tree for 2026

Noted: As a budgeted and with prior approval the tree has been order with Stately Lighting. Purchase order to be raised once confirmation of price has been received.

Cllr Ashley asked for the possibility of ordering an additional Christmas Tree for Kelbrook. Clerk & RFO confirmed that last year's price was approximately £1,250 and that the money would come from General Reserves.

Resolved: To order a Christmas Tree for Kelbrook.

25. Remembrance Day 2026

Resolved: Clerk & RFO to order Wreath and an additional 30 lamppost poppies. Clerk & RFO to lay the wreath on behalf of council on the day.

26. Finance

26.1 to 26.7 **Resolved:** Payments, Receipts, Cash Book, Bank Reconciliation, Bank Statement, Payment Schedule, and Budget Analysis were all approved and countersigned for July and August 2026.

27. Earmarked Reserves Account

27.1 & 27.2 approved and countersigned for July and August 2026.

27.3 **Noted:** West Craven Area Committee agreed to give Town and Parish Councils the remainder of their Legacy Funding which for Kelbrook & Sough will be an additional £3,000. It is conditional and must be spent on the park. This brings the total net spend available for the park refurbishment to £9,400.81.

Date of Next Meeting

Thursday 15th October 2026.

The meeting closed at 8:10pm