

KELBROOK AND SOUGH PARISH COUNCIL



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Kelbrook and Sough Parish Council Meeting
Thursday 14th July 2026
7:40pm Kelbrook Village Hall

1. Welcome

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

2. Attendance, Apologies and Non-attendance

2.1 Recorded attendees were Cllr Elley, Cllr Mayers, Cllr Galway, Cllr Lancaster.

2.2 Accepted apologies were received from Cllrs Ashley and Wright.

3. Declarations of Interest

None.

4. Public Participation

Nothing

5. Minutes

Resolved: To accept as an accurate representation the minutes of the Annual Parish Council Meeting and the Ordinary Parish Council Meeting, both held on 14th May 2026.

6. Update on Items and Issues from Previous Minutes

6.1 Sough Bridge Mill possible environmental issue

Case No. 02402255

Still no response from PBC. **Resolved:** Clerk & RFO to discuss a way forward with the resident who raised the issue.

7. Reports from Meetings with other Organisations

7.1 WCAC Meetings

9th June 2026 – Matters affecting the Parish was the naming of the new development at the old mill site. It was resolved to call it Mill Yard.

7th July 2026 – Matters affecting the Parish was the Toilets at Sough Park in relation to being open to the public, cleaning, and maintenance. It was resolved that the toilets would be open to the public and that responsibility would lie with WCAC. Costings for doing so are to be prepared.

8. Matters arising from Correspondence

8.1 A resident had asked that the Parish Council facilitate the removal of the England flags from the lampposts currently in the Parish. Council agreed that the flags look unsightly. Clerk & RFO read out a prepared response stating that the issue is one that should be directed to LCC, Highways, and is not within the remit of the Parish Council. **Resolved:** Clerk & RFO to send the response.

8.2 Email received from Stop Calderdale Windfarm highlighted the potential for 400,000 tonnes of aggregate to come through Sough and Kelbrook should the development go ahead and pointed out that the deadline for comment had been extended. **Noted:** The Parish Council submitted a detailed objection which is available on the website.

9. Planning Matters

9.1 There were no planning matters to consider, however, **Noted:** was ROW/PPH/10003 PBC Diversion of Public Footpath FP1305054 at Craven Game Farm, Kelbrook, Order 2025.

10. Assets

10.1 Broken Picnic Leg Bench. **Resolved:** Clerk & RFO to investigate cost and logistics of repair using a company in Burnley sourced by Cllr Galway.

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10.2 Broken Bench (Car Damage) **Noted:** The damage has been sanded out, and the bench repainted by Cllr Galway. Now fit for purpose.

10.3 Railing Planters and Bedding Plants. **Noted:** Total spend is £496.00 leaving £254.00 in the budget.

Cllrs Mayers asked that council acknowledge the time and commitment given by all the residents who are dead heading and watering the summer floral displays in Kelbrook and Sough.

Noted: Full council would like to thank everyone involved.

11. Policy Review

11.1 Clerk & RFO asked council to consider changing the frequency of review for policies except for its Standing Orders and Financial Regulations. **Resolved:** Standing Orders and Financial Regulations will continue to be reviewed annually in May unless legislation requires an earlier review. All other policies will be reviewed as and when legislation demands.

12. Finance

12.1 to 12.6 **Resolved:** Payments, Receipts, Cash Book, Bank Reconciliation, Bank Statement, Payment Schedule, and Budget Analysis were all approved and countersigned for May and June 2026.

13. Earmarked Reserves Account

13.1 **Resolved:** May and June 2026 accounts were approved and countersigned.

13.2 Council discussed a £1,375 historical WCAC grant originally awarded for use on footpaths at Sough Park. WCAC had previously confirmed that the grant could be used for other purposes. Clerk and RFO informed council that Kelbrook Phoenix Football Club have recently engaged the services of a local business to provide equipment and labour to assist with tidying up the tree/shrub line on the Earby side behind the goal mouth on the football field. Council were asked to consider paying the invoice for £420.00 using money from the grant and to consider using the balance of the grant for the Kelbrook Park refurbishment project. There is also a balance from a of £445.81 remaining from the soft pour refurbishment grant awarded by WCAC to consider. **Resolved:** agreed use of the WCAC grant to pay the invoice of £420.00 and to re-allocate the balance of £955.00 to the park refurbishment. Also agreed to re-allocate the balance of the soft pour WCAC grant to the park refurbishment. Clerk and RFO to plan for this to be communicated to WCAC and to inform Ryan Gifford (PBC) in relation to the PPIF funding.

13.3 **Noted:** Council have received £4,500 from PBC from its Legacy Fund which can be used for both capital and revenue streams. The only caveat being a form of acknowledgement for PBC who will cease to exist as of 1st April 2028.

14. PPIF Funding

14.1 **Noted:** Current position is that council are awaiting the Annual Park Inspection report before deciding the scope of the park refurbishment. Money available because of the resolution from 13.2 is as follows: PPIF Funding, £4,000, Match Funding from Kelbrook Parish Council, £1,000, WCAC grant Sough Park Footpath balance £955.00, WCAC grant soft pour refurbishment, £445.81 Total nett funding is £6,400.81.

15. Residents Survey

Noted: A suitable date for the first meeting will be arranged once Cllr Ashley return from holiday. Clerk/RFO to consult with Cllr Ashley.

16. AGAR 25_26

Noted: Clerk/RFO has received queries from external auditor (PKF). These have been answered and the audit is now with the lead assessors for final review.

17. Neighbourhood Plan

The current Neighbourhood Plan along with its alignment to the Pendle Local Plan and influence on Parish planning decisions remains valid until 2030. Dr Debbie Richardson had asked and was invited to speak on the matter as she has first hand experience and knowledge of the process and cost involved during the development of our current NP. She went on to say that whilst there may be small tweaks that we may wish to consider the issue is that the same process would have to be followed, including but not limited to a referendum and Inspection. The current NP development was consultant/planning expert lead and came at a cost of £17,000 funded by grants. These grants are no longer available so any future costs would have to be met by the Parish Council. Concluding that no action is required now and to see if the current government make any additional changes to planning law that may affect the NP. The Parish Council will have the opportunity to extend the current NP beyond 2030 in its current format which should be considered at the appropriate time.

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18. TRO Consultation LSG4/104434/AFR

Introduction of no waiting at any time on Vicarage Road. **Noted:** Council acknowledged that affected residents had been informed and that no representation had been made via the parish council. The parish council will make no comment.

19. Paving near Notice Board at Kelbrook Beck

Currently in need of repair due to the uneven surface. Clerk/RFO advised that this area is not registered with the Land Registry and that PBC and LCC deny ownership. **Resolved:** As ownership is key to understanding responsibility, Clerk/RFO to contact LCC to establish all registered areas of common land within the Parish of Kelbrook and Sough and pay the appropriate fee.

20. Kelbrook Roundabout

The current state of the roundabout is not acceptable as it is overgrown, and the height is a potential problem. Clerk/RFO has contacted LCC Highways and PBC for a resolution. LCC confirmed that using funding from the Civic Pride Project, Kelbrook roundabout will be their next job. As they were unable to confirm timings for this, they have agreed to subcontract a tidy up to PBC. Clerk/RFO has had dialogue with PBC who have confirmed that this will be done.

21. Road Surface – Cob Lane/Waterloo Road

Numerous residents have already contacted LCC regarding the appalling state of the road at the junction of Cob Lane and Waterloo Road and the implication to all road users. Cllr Mayers has also asked Cllr Glenn Whittaker to contact LCC for a resolution.

22. Parish Trees

Cllr Mayers discussed the trees around the beck area and parish trees in general regarding general health and maintenance. The willow tree has survived but there are branches in the water and suggested we arrange to trim them down. It is thought that a TPO exists for the oak tree at the beck. Clerk/RFO suggested establishing ownership of the trees would be a starting point prior to deciding what may or may not be required. **Resolved:** Clerk/RFO to contact PBC to discuss and report back.

23. Date of Next Meeting

No meeting in August – next meeting Thursday 10th September.

The meeting closed at 7:45pm