

## KELBROOK AND SOUGH PARISH COUNCIL



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Kelbrook and Sough Parish Council Meeting  
Thursday 15<sup>th</sup> January 2026  
7pm Kelbrook Village Hall

### **26.15.01.1 Welcome**

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

### **26.15.01.2 Attendance, Apologies and Non-attendance**

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

2.2 Accepted apologies were received from Cllr Elley and Cllr Wright.

### **26.15.01.3 Declarations of Interest**

None.

### **26.15.01.4 Public Participation**

Nothing raised.

### **26.15.01.5 Minutes 20<sup>th</sup> November 2025 Parish Council Meeting**

**Resolved:** To accept as an accurate representation the minutes of the meeting held 20<sup>th</sup> November 2025.

### **26.15.01.6 Update on Items and Issues from Previous Minutes**

#### **6.1 Notices to Dog Walkers**

**Refer:** Agenda Item 14

#### **6.2 Sough Bridge Mill possible environmental issue**

Case No. 02402255 – Email sent requesting an update. No response received to date.

#### **6.3 Parish Council Facebook Page**

No progress to date due to illness over the Christmas period.

### **26.15.01.7 Reports from Meetings with other Organisations**

#### **7.1 WCAC Meetings**

Nothing to report from the WCAC meeting 2<sup>nd</sup> December 2025. Cllr Elley attended the WCAC meeting on 6<sup>th</sup> January 2026. Cllr Ashley gave a brief report with the 2 items relevant to the parish, Impact Funding and Bus Shelters already covered in Agenda Items: 7.2 and 13.5 respectively.

#### **7.2 Pride of Place Impact Fund Meeting 9<sup>th</sup> January 2026**

Cllr Ashley (Kelbrook & Sough), Clerk & RFO (Salterforth) attended the meeting. Cllr Ashley gave an overview of the funding and timescales for completion. Barnoldswick have been awarded £339k and Earby £137k (based on population size). The money must be spent on capital projects with some match funding expected from respective councils. WCAC may divert the remaining money from the Area Committee Budget for 2025-26 and all of 2026-27 to the fund which could be around £40k. This is funding allocated by population size to parishes within West Craven for grants. A decision on that is pending. The aim of the meeting was to discuss potential projects that could be undertaken during the timescale. Barnoldswick and Earby presented lists of potential projects within their townships. It was suggested by Cllr Whipp that projects in Kelbrook and Sough could be, Kelbrook Park (refurbishment) and potentially Sough Park Changing Rooms/Toilet Block. Cllr Whipp made it clear that councils would be expected to take on future ownership of any completed projects. Cllr Ashley pointed out that as a very small parish the ability to raise income was restricted due to population size. To take on future ownership of Sough Park would require a substantial increase in precept and it was felt this was not sustainable. Cllr Whipp also confirmed that any capital spend on Sough Park would come from funding allocated to Earby. Cllr Ashley stated that Kelbrook Park would be the preferred option. The representative for Johnathan Hinder MP stated that it was his wish for small parishes to be allocated funding for projects as they miss out on most funding opportunities. Cllr Ashley discussed the current lease situation for the land on which Kelbrook Park is situated with his representative

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explaining that a one-year rolling lease precludes council from available grant funding, and they have agreed to follow this up on council's behalf. The timescales mean that public consultation on allocation of spending is not possible. A rough plan must be submitted in February 2026 and the final plan by May 2026. Project completion to be achieved by 31<sup>st</sup> March 2027. The extended lease for the football club and bowling club is still being progressed by PBC. A resident asked if any of the funding would be available for the Bowling Club. Cllr Ashley will contact them. The clerk confirmed that since the meeting we have been asked to provide information and costings for a refurbishment of Kelbrook Park along with any contribution that council can make.

## **26.15.01.8 Matters arising from Correspondence**

8.1 **Noted:** As a result of correspondence received from council explaining exclusive use of the telephone box by the NHWS was not guaranteed the group have confirmed that they no longer wish to use it.

8.2 Refer to Item 9.1.

## **26.15.01.9 Planning Matters**

9.1 25/0813/FUL Erection of 1 no. dwelling with associated vehicular access, infrastructure, siting of a temporary caravan, and the provision of 3 no. parking spaces at land to the North of Old Stone Trough Lane, Kelbrook.

Deadline for comments 25.12.2025.

A resident confirmed that the correspondence sent to council regarding the new full application had been sent with appropriate comment in relation to the application not meeting the criteria of the Neighbourhood Plan. Pointing out that council have a legal obligation to review all applications against the Neighbourhood Plan and must object where compliance is not met. All decisions must be added to the spreadsheet positive or negative with reasons. Cllr Mayers asked the resident why they didn't stay on the parish council and stated that there was a vacancy. The resident responded by stating that they didn't want a permanent position on the parish council but was very happy to act as a consultant on the neighbourhood plan going forward. Council accepted the offer.

**Resolved:** All future planning applications for Kelbrook and Sough will be forwarded to all councillors and the resident by the Clerk/RFO. The resident's findings and recommendations will then be used to help council make an informed decision.

**Resolved:** To add council's decision on all Kelbrook and Sough planning applications to the spreadsheet from this date. Clerk/RFO and resident to look at a more user-friendly spreadsheet.

The resident then asked council who would be representing council at the next WCAC meeting as it was felt that the planning application in 9.1 would be deferred there for a decision. Cllr Ashley confirmed that she will attend the meeting along with the resident where the applications compliance to the Neighbourhood Plan criteria can be discussed at the meeting.

9.2 25/0831/FUL Demolition of existing dwelling and detached outbuilding and the erection of a two-storey detached dwelling with integral double garage at Tanners House Farm, Old Stone Trough Lane, Kelbrook.

Deadline for comments 12.01.2026.

Cllr Ashley, having looked in some detail at this application confirmed that this application was a like for replacement of the existing building and footprint very much in keeping with it's current surroundings, structure and materials proposed to be used.

**Resolved:** Not to object.

## **26.15.01.10 Finance**

**10.1-10.5 Resolved:** Payments, Receipts, Cash Book, Bank Reconciliation, Bank Statement and Budget Analysis were all approved and countersigned for November and December 2025.

10.6 Draft Budget (v3) 2026-27 for consideration and approval.

The Clerk/RFO presented the budget including forecast budget for this financial year, proposed budget for 26\_27 including opening and closing bank balances, forecast general reserves and ear marked spending. Each category was discussed as follows:

### **ADMINISTRATION (Payments which Council has to make to function)**

**Resolved:** To accept the proposal with no amendments.

### **SERVICES/AMENITIES (Provided by Council for the Parish)**

The budget was discussed at length with questions raised regarding Lock up Rent and Community Grants.

**Resolved:** To accept the proposal with no amendments but to assess the need for Lock Up Storage going forward.

**Resolved:** Review the Community Grants Policy when due with a view to providing feedback to council and the community on what and how the money was spent.

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## **26.15.01.11 Precept for 26\_27**

Based on Councils resolution to accept the budget proposal for 26\_27 in full with no change to the precept the following was **Resolved:** That the precept for the parish of Kelbrook and Sough would remain at £15,767 for 2026\_27. Paperwork duly signed by the presiding Chair, two members of council and countersigned by the Clerk/RFO. To be submitted to Pendle Borough Council by Monday 2<sup>nd</sup> February 2026.

## **26.15.01.12 Grant Income and Budget**

12.1 **Noted:** Budget remains as previously presented with £7,500.81 received, £5,202.47 spent to date with £2,298.34 remaining.

12.2 **Noted:** Of the £2,298.34, £1,375 is unallocated. Virement is possible with agreement from the original provider which is WCAC.

12.3 **Noted:** A possible use of the unallocated funds for cleaning of the War Memorial at Sough Park. Clerk had feedback from Earby Town Council. Grade II listed, constructed from Portland Stone. The steps and all the plinths are sandstone. Last known cost for cleaning was between £12k-£14k. Custodians of the memorial are Pendle Borough Council.

**Resolved:** To take no further action. Cllr Ashley to discuss with WCAC the possibility of a virement for Kelbrook Park.

## **26.15.01.13 Asset Register**

### **13.1 Handyman**

**Resolved:** Clerk/RFO to arrange a meeting to discuss Kelbrook Park bi-weekly inspections, hours of work etc and report back to council at the next meeting.

### **13.2 Siting of 2 new benches**

Please refer to agenda item 14.

### **13.3 Broken Picnic Bench Leg**

Please refer to agenda item 14.

### **13.4 Broken Bench (Car Damage)**

Please refer to agenda item 14.

### **13.4 Bus Shelters**

**Noted:** Clerk/RFO has contacted the Bus Shelter Team at LCC and confirmed the following: No contact was made with Council regarding their ownership of the shelters because PBC neglected to tell them we owned them. The shelters at Sough have been replaced and 'electrified' for nighttime lighting and bus timetable information, albeit the work is yet to be completed. The 2 shelters off the roundabout at Kelbrook will also be replaced. The only alteration to the Stone Bus Shelter will be a new metal pole. LCC have confirmed in writing that they will be responsible for the maintenance and cleaning of all the new shelters. The only one remaining as owned by council will be the stone shelter. The Clerk/RFO has a contact for any concerns relating to the new shelters going forward.

Cllr Galway brought up the issue of grass verges being churned up by delivery vans and asked council if any action could be taken.

**Resolved:** Clerk/RFO to contact Highways at LCC to see if there is anything that can be done.

## **26.15.01.14 'Get it Done' Day**

Council intends to hold several short notice Sunday 'Get it Done Days' open to members of the public from 11am to 3pm (weather dependent) to appraise street furniture assets such as benches, planters etc, litter pick and generally get the villages ready for Spring. Work that can be carried out on these days will be done. Other jobs will be given to the lengthsman where possible. Planting around the villages was also discussed as ear marked reserves are available for this. Mindful that planting needs to be biodiverse, possible solutions were discussed but not resolved.

Cllr Lancasters workplace operates a volunteering scheme where employees give time to community projects. Once the dates have been agreed he will advise if this is something his work colleagues could attend.

**Resolved:** Council to provide refreshments for attendees at the 'Old Barn', Harden Road, Kelbrook at the end of each session.

## **25.16.10.17. Date of next Meeting**

12<sup>th</sup> February 2026

12<sup>th</sup> March 2026

The meeting closed at 8:28pm