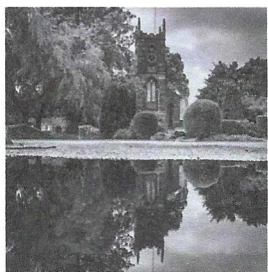
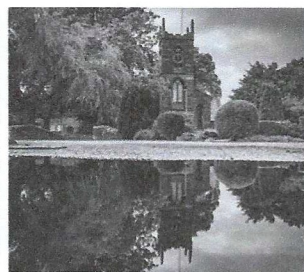


KELBROOK AND SOUGH PARISH COUNCIL



Chair:
Kelbrook and Sough Village Hall
Dotcliffe Road
Kelbrook, Barnoldswick, Lancashire BB18 6TQ
Tel: 01282 842718
email: clerk@kelbrookandsough-pc.gov.uk
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Meeting of Kelbrook and Sough Parish Council

8th May 15 minutes after the conclusion of the Annual Parish Council Meeting 2025
Kelbrook and Sough Village Hall, Kelbrook

Members of the Council are hereby summoned to attend a full Meeting of the Parish Council in accordance with schedule 12, para. 10(2)(b) of the Local Government Act 1972 to be held as detailed above. If you are unable to attend, your apologies and reason for absence should be forwarded to the Chair in advance.

AGENDA

Meetings are open to the public and may be recorded by representatives of the media or by members of the public. Any persons intending to record the meeting are requested to respect the wishes of members of the public who have come to speak at a meeting; and reminded that it is not permitted for oral commentary to be provided during a meeting.

1. Welcome

The Chair of the Parish Council to welcome all to the meeting 15 minutes after the conclusion of the Annual Parish Council Meeting.

2. Attendance, Apologies and Non-attendance

3.1 To record attendance, and non-attendance.

3.2 To record written apologies for absence.

3. Declarations of Interest

To receive declarations of personal interest in any matter identified in this agenda.

A member with a disclosable interest in any item may not participate in any discussion of the matter at the meeting. In addition, a member with a disclosable interest shall leave the room where the meeting is held while any discussion or voting takes place.

4. Public Participation

To allow for members of the public to be offered the opportunity to address Council on any subject not already an agenda item.

Questions or comments for the Council on agenda items should be sent via post/email to the Clerk using the Village Hall address or at clerk@kelbrookandsough-pc.gov.uk at least 24 hours prior to the meeting.

Questions for Council requiring a more detailed answer should be sent via post/email to the Clerk using the Village Hall address or at clerk@kelbrookandsough-pc.gov.uk one week prior to the meeting.

5. Minutes 29th January 2025

To accept and approve as an accurate representation, the minutes of the meeting held on 29th January 2025 with the following amendments:

- *Previous draft minutes had the resignations the wrong way round and should have stated that Sharon Ashley resigned first followed by Carole Singleton.*

To resolve that the minutes be amended to read that Sharon Ashley resigned followed by Carole Singleton.

- *Previous draft minutes stated that the clerk duties were shared, and that Cllr Elley was RFO. Unfortunately, Council failed to resolve this at any subsequent meetings, therefore amended minutes to read as follows: Whilst council business continued without a Clerk/RFO(Proper Officer), council failed to resolve who would take responsibility whilst a replacement was found.*

To resolve that Council business continued without a resolution stating who would take responsibility for the roles of Clerk and RFO (Proper Officer).

6. Minutes 18th March 2025

To accept and approve as an accurate representation the minutes of the last meeting held 18th March 2025.

7. Update of Items and Issues from previous minutes

Items are presented here for information only, no resolutions to arise from such updates, a verbal update from the Cllr's can be received on any matters from the previous minutes and not covered as an item on this agenda.

To receive an update from the Council on progress made against matters dealt with since the previous meeting.

7.1 Notices to Dog Walkers

Cllr Galway to update.

7.2 Kelbrook Playground Re-surfacing

Chair Elley to update.

7.3 Sough Park Defibrillator

Clerk to update

7.4 Sough Bridge Mill possible environmental issue

Cllr Ashley to update

7.5 Deteriorating wall at the bottom Church Lane

Cllr Galway to update

7.6 Un-safe Telephone Box

Cllr Galway to update

7.7 Cob Lane litter issue

Cllr Galway to update

7.8 Sough Park

Cllr Ashley to update

8. Reports from Meetings with other Organisations

To receive for information purposes, verbal or written reports from Councillors on any such meetings they have attended. These should be notified to the Clerk/RFO in advance of the agenda so that they can be listed; and in the case of written reports, so that they can be circulated to Councillors prior to the meeting.

8.1 West Craven Area Committee attended by Cllr Wright

9. Matters arising from Correspondence

9.1 To note that the Clerk received an email on 11th April 2025 from Planning at Pendle Council informing us that an appeal has been made to the secretary of state regarding Pendle Councils refusal of planning application 24/0773/PIP Land North of the Stables on Old Stone Trough Lane.

9.2 The Clerk received an email from a resident on 21.04.2025 regarding PCN's issued by LCC to 3 residents for parking on the restricted zig-zag lines by the school. The resident is requesting that the restrictions should only be applied term time, and that the signage should be changed to reflect this.

10. Planning Matters

10.1 25/0256/FUL Change of use from a Children's Day Nursery to a Café Bar (Sui Generis)
Clerk also received an email on the subject with a deadline of 13th May for comments.

11. Finance

Clerk/RFO has authority to make payments as required for items included in Direct Debit and Regular Payment Review

RFO to present the financial report, approve and countersign:

11.1 Payments and Receipts with Invoices from 1st April 2025 to 30th April (Attached)

11.2 Cash Book (Enc)

11.3 April Bank Reconciliation (Attached)

11.4 April Bank Statement (Enc)

11.5 25_26 Budget Analysis (Enc)

11.6 To note that the VAT Refund for £1489.51 has been received

11.7 To note that the first Precept payment (50%), £7,884 has been received

11.8 Virement Proposal - To approve the re-allocation of £30 and £54.97 from budget categories AUD (Internal Audit) and SUB (NALC/LALC), both underspent to budget category INS (Insurance).

12. Policy Reviews

To note that all Kelbrook and Sough Parish Council Policies and Documents have and are being reformatted to include Version No., Dates Adopted, Reviewed and Effective from, Reason for Change, Minute reference and Next Review.

To review and adopt the following policies (previously circulated)

Complaints

GDPR Data Breach

Equal Opportunities

Grants and Donations

Internal Audit

Persistent and Vexatious Complaints

Retention Schedule

Social Media

Unacceptable Behaviour and Disorderly Conduct

Publication Scheme

13. Policy

To note that the following Policies have been reformatted and have review dates later in the year.

Public Participation

Privacy Notice

Privacy Statement

Filming

14. Insurance Policy

Current policy is with Zurich and due for renewal 31.05.2025.

12.1 Clerk to update

15. Grant Application

To consider an application made on behalf of Earby Memorial Bowling Club (Enc)

16. Clerk/RFO Overtime

To approve additional hours worked during April.

➤ 5 hours at the Village Hall on 11th April undertaking the Internal Audit for 2024/25

➤ 5 hours reviewing new versions (March 25 NALC) of Standing Orders and Financial Regulations, checking legislation, amending where required to present for adoption at the Annual Parish Council Meeting on 8th May 2025.

17. Date of next meeting and future meeting schedule

D	M	YR	STATEMENT	CREDITOR	DEBTOR	BUDGET CAT	DESCRIPTION	PAYMENT TYPE	GROSS DEBIT £	NET DEBIT £	VAT £	CREDIT £	CASH BOOK £	STATEMENT £	C/F £
1	4	2025											24,333.15	24,333.15	-
01	04	2025	U 011/2025		Easy Web Sites	WEB	Website Management	DD	47.75	39.79	7.96	-	24,285.40		
22	04	2025	U 011/2025		Tax Assist	PAY	Payroll	DD	13.80	11.50	2.30	-	24,271.60		
23	04	2025	U 011/2025		NALC/LALC	SUB	Membership	BACS	195.03	195.03	-	-	24,076.57		
23	04	2025	U 011/2025		Internal Audit Yorkshire	AUD	Internal Audit	BACS	480.00	480.00	-	-	23,596.57		
28	04	2025	U 011/2025		Payroll	PAY	Salary April 2025	BACS	316.63	316.63	-	-	23,279.94		
28	04	2025	U 011/2025	Pendle Borough Council		PRE	Precept Q1 & Q2	BACS	-	-	-	7,884.00	31,163.94		
28	04	2025	U 011/2025	HMRC		VAT	VAT Refund 2024/25	BACS	-	-	-	1,489.51	32,653.45		
30	04	2025	U 011/2025		Unity Bank	BCS	Service Charge for March 2025	Debit	6.00	6.00	-	-	32,647.45	32,647.45	-
									1,059.21	1,048.95	10.26	9,373.51			

MONTH

Apr-25

RECONCILED

CASH BOOK £

BROUGHT FORWARD BALANCE	01.04.25	<u>£ 24,333.15</u>	✓
PAYMENTS		£ 1,059.21	
RECEIPTS		£ 9,373.51	
CARRIED FORWARD BALANCE	30.04.25	<u>£ 32,647.45</u>	✓

BANK STATEMENT

STATEMENT BALANCE	31.03.25	<u>£ 24,333.15</u>	✓
PAYMENTS		£ 1,059.21	
RECEIPTS		£ 9,373.51	
UNPRESENTED CHEQUES		£ -	
UNCLEARED RECEIPTS		£ -	
ADJUSTED BANK BALANCE	30.04.25	<u>£ 32,647.45</u>	✓

Examined, Certified & Verified by

Date

Clerk/RFO *Karen Howlock*

02.05.25

Chair

08.05.25

Cllr

08.05.25

Cllr

08.05.25

ITEM	CAT	BUDGET £	YTD £	Comments	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Maintenance	MTN	- 2,000.00	-		-											
Sough Park	PRK	- 4,710.00	-		-											
Kelbrook Weekly Playground Inspection	PRK	- 1,700.00	-		-											
Kelbrook Annual Playground Inspection	PRK	- 80.00	-		-											
Payroll	PAY	- 3,450.00	316.63		316.63											
HMRC	PAY	- 864.00	-		-											
Tax Assist	PAY	- 140.00	11.50		11.50											
Internal Audit	AUD	- 510.00	480.00	- 30.00 Under	480.00											
External Audit	AUD	- 250.00	-		-											
Website	WEB	- 470.00	39.79		39.79											
Insurance	INS	- 250.00	-		-											
Village Hall Rent	REN	- 220.00	-		-											
Lock Up Rent	REN	- 320.00	-		-											
Subscriptions to LALC & NALC	SUB	- 250.00	195.03	- 54.97 Under	195.03											
Subscription for Office 365	SUB	- 110.00	-		-											
Subscription for ICO	SUB	- 50.00	-		-											
Consumables	CON	- 100.00	-		-											
Training	TRA	- 300.00	-		-											
Free Swimming	GRA	- 350.00	-		-											
Grants	GRA	- 750.00	-		-											
Unity Bank Charges	BSC	- 90.00	6.00		6.00											
CONTINGENCY		- 1,000.00	-		-											
Total		-17,964.00	1,048.95		1,048.95	-	-	-	-	-	-	-	-	-	-	-

Opening Balance 01.04.2025	24,333.15
Precept	15,767.00
Other Income	-
VAT REFUND 24_25	1,489.51
Budget	17,964.00
Projected Closing Balance 31.03.2026	23,625.66
From Reserves	2,197.00

Examined, Certified & Verified by:	Date
Clerk/RFO <i>Karen Shawcock</i>	02.05.25
Chair	08.05.2025
Cllr	08.05.2025
Cllr	08.05.2025