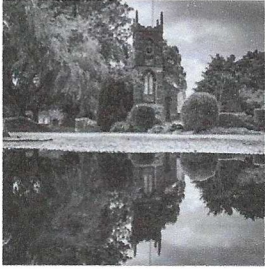
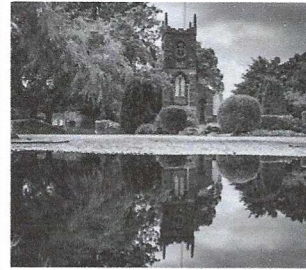


# KELBROOK AND SOUGH PARISH COUNCIL



Chair: Cllr C. Elley  
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## Meeting of Kelbrook and Sough Parish Council 10th July 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.

1.1 Motion to suspend Standing Order (p5) Meetings Generally, Item x, Meeting Duration, to allow the agenda to be considered and addressed in full.

#### 2. Attendance, Apologies and Non-attendance

2.1 To record attendance, and non-attendance.

2.2 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](mailto: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](mailto:clerk@kelbrookandsough-pc.gov.uk) one week prior to the meeting.

#### 5. Minutes 12<sup>th</sup> June 2025 Parish Council Meeting

To accept and approve as an accurate representation, the draft minutes of the meeting held on 12<sup>th</sup> June 2025.

## **6. 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.

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

### **6.2 Kelbrook Playground Re-surfacing**

To note that the work was completed by Bounceback and the Invoice for £2,376 has been paid as resolved at the last meeting 12<sup>th</sup> June 2025. Ringfenced grant money, £2,425.81, provided by WCAC (Remittance ECO0339611/ECO0345771)

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

To note that the issue has been reported to the Environment Agency. Case Number 02402255.

### **6.4 Telephone Box Door Issue**

### **6.5 Weeds in Kelbrook and Sough**

### **6.6 Parish Council Facebook Page**

## **7. 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.*

### **7.1 West Craven Area Committee Meeting 1<sup>st</sup> July 2025 attended by Cllr Wright**

## **8. Matters arising from Correspondence**

8.1 Email received 13<sup>th</sup> June from a resident regarding the addition of the Quernmore Planter to the asset register, and concern about the state of the Quernmore Drive sign.

8.2 Email and letter received from a resident asking for the following matters to be included for discussion at the next meeting: (Enc)

- Freedom of Information Requests
- Grass Cutting on Dotcliffe Road Banking
- Church Lane Hedge and Verge Maintenance
- Weed Growth around the Village
- Broken Gate on Footpath
- Garden on Dotcliffe Road

## **9. Planning Matters**

*Any applications received after the agenda has been published will be tabled at the meeting*

9.1 25/0391/VAR (Original application 22/0044/FUL) Variation of condition 2 (Plans) for Dotcliffe Yard, Dotcliffe Road, Kelbrook.

## **10. 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:

10.1 Payments and Receipts with Invoices from 1<sup>st</sup> June to 30<sup>th</sup> June (Enc)

10.2 Cash Book inclusive of Ringfenced Grant Income (Enc) – Balance as at 30<sup>th</sup> June £27,962.92

10.3 Cash Book excluding Ringfenced Grant Income as at 30<sup>th</sup> June £24,987.92

10.4 June Bank Reconciliation (Attached)

10.5 June Bank Statement (Enc)

10.6 25\_26 Budget Analysis (Attached)

10.7 Virement proposal: Re-allocate the remaining unspent Playground grant money of £49.81

## **11. Grant Income and Budget**

11.1 Grant application received from Kelbrook and Sough Neighbourhood Watch Scheme for £500. (Enc)

**11.2 Incoming Grant money summary: (Attached)**

- Received: £7,500.81
- Spent: £4,525.81 (assumes virement proposal 10.7 is resolved)
- Remaining: £2,975.00

**11.3 Allocated Grant Money**

- £1,000 towards material costs for Footpath behind Craven Heifer and/or Weed removal

**11.4 Unallocated Grant Money**

- £600 for Biodiversity Projects
- £1,375 from WCAC originally for Sough Park Footpath Improvements

**12. Sough Park**

12.1 Presentation of Cost Benefit Analysis v Basic Proposal for park maintenance. (Attached)

12.2 Picnic in the Park

**13. Asset Register**

13.1 Update on condition monitoring carried out on assets and work required (Attached)

13.2 Update on planters and railing planters

13.3 Update on Lights at Kelbrook and Sough followed by resident proposal

**14. Christmas Trees and Lights**

Update on arrangements and proposals for this year.

**15. Application for Co-option to Council**

To consider co-option application received from a resident of Kelbrook and Sough.

**16. Date of Next Meeting**

11<sup>th</sup> September 2025