

# KELBROOK AND SOUGH PARISH COUNCIL



Chair: Cllr C. Elley  
Kelbrook and Sough Village Hall  
Dotcliffe Road  
Kelbrook, Barnoldswick, Lancashire BB18 6TQ  
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## Meeting of Kelbrook and Sough Parish Council

12<sup>th</sup> June 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 and Suspension of Standing Order (p5) Meetings Generally, Item x Meeting Duration

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 8<sup>th</sup> May 2025 Annual Parish Council Meeting

To accept and approve as an accurate representation, the draft minutes of the meeting held on 8<sup>th</sup> May 2025.

**6. Minutes 8<sup>th</sup> May 2025 Parish Council Meeting**

To accept and approve as an accurate representation the draft minutes of the last meeting held 8<sup>th</sup> May 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**

**7.2 Kelbrook Playground Re-surfacing**

**7.3 Sough Bridge Mill possible environmental issue**

**7.4 Un-safe Telephone Box**

**7.5 Cob Lane litter issue**

**7.6 Kelbrook School Parking Restrictions**

**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**

Nothing received.

**10. Planning Matters**

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

Nothing received.

**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 1<sup>st</sup> May to 31<sup>st</sup> May (Enc)**

**11.2 Invoice for Payment of Posts for Dog Walking Signs - £45.00**

**11.3 Cash Book (Enc) – Balance as at 31<sup>st</sup> May 2025 £31,288.35**

**11.4 May Bank Reconciliation (Attached)**

**11.5 May Bank Statement (Enc)**

**11.6 25\_26 Budget Analysis (Attached)**

**11.7** To note that £84.97 has been re-allocated to the Insurance Budget for 2025\_26 using the resolved virement proposal at the last meeting.

**11.8 Grant Income (Attached)**

**12. Sough Park**

**12.1** Update on proposal for funding contribution towards maintenance.

**12.2** Sough Park Event

**12.3** To note that at the WCAC meeting held on 1<sup>st</sup> April 2025 the following points were minuted and resolved:

**187. MAINTENANCE OF EARBY MEMORIAL PARK**

It was reported that a drop-in consultation event took place on Saturday 8th March to get feedback from residents and visitors on their priorities for the park. At the Special Budget Council meeting on 27th February £12,000 had been allocated for the maintenance of Earby Memorial Park. In addition, two funds had been established which could help to support the park – one for grassroots sports clubs and the other for Parish/Town Councils willing to take on PBC assets.

## **RESOLVED**

(1) That Kelbrook Phoenix FC be encouraged to apply for PBC funding available in 2025/26 for grassroots sports clubs to enable them to carry out drainage works required to the pitch.

(2) That Kelbrook and Sough Parish Council be encouraged to apply to PBC for their part of the park to be transferred to them and to consider applying for asset transfer funding for improvements to the toilets.

### **13. Internal Control Review**

To note that Cllr Sharon Ashley carried out an Internal Control Review on the Council's Financial Management and Internal Control System on 23<sup>rd</sup> May 2025. (Attached) The following items were deemed to be non-compliant:

#### **➤ 13 Asset Control**

The existence and condition of assets is checked and reported to council on a 6 monthly basis by a member of the council. **NO**

The adequacy of Insurance for the Parish Council's assets is considered annually in advance of the Insurance renewal. **NO**

### **14. Asset Register**

14.1 To discuss responsibility and reporting of condition monitoring for community assets.

14.2 To discuss the viability of planters in and around the village.

14.3 Lights at Kelbrook and Sough

### **15. Insurance**

To note that council is now insured with Clear Council's and has taken a 3 year deal with an annual premium of £858.58. RFO unable to get a quote from Zurich without providing replacement values for the play equipment, bus shelters and telephone box. Policy Documents were reviewed by council prior to purchase, and it was felt that the cover provided was in line with current requirements.

### **16. HMRC**

To note that HMRC will not pay arrears off using a DD. Despite having made single payments to cover arrears, council is still showing arrears of £90.45 going back as far as August 2024! Payment has been made to avoid accruing interest and will show in June's financial report.

### **17. AGAR 24\_25**

To note that all documentation was submitted to the external auditor on 13<sup>th</sup> May 2025 and that the Exercise of Public Rights notice was published on the council website on 2<sup>nd</sup> June 2025. Notification was also posted on relevant social media accounts with a brief explanation.

### **18. Council Website**

To note that an AGAR section has been added to the website and relevant information has been added to 2025. Future meeting dates have been added along with approved policies. To comply with the Data Transparency Act 2014, financials, agenda papers and minutes are also available.

### **19. Parish Council Facebook Page**

To discuss the merits of having a page for use as a digital noticeboard only with commenting switched off. Suggested administrator, Clerk/RFO and A N Other.

### **20. Christmas Trees and Lights**

To discuss the arrangements for 2025.

### **21. Date of Next Meeting**

10<sup>th</sup> July 2025



| D             | M  | YR   | STATEMENT                  | CREDITOR               | DEBTOR                      | BUDGET CAT | DESCRIPTION                    | PAYMENT TYPE | GROSS DEBIT £   | NET DEBIT £     | VAT £        | CREDIT £        | INVOICE                            | MINUTE REF                      | INV DATE   | VAT No.     | CASH BOOK £      | STATEMENT £      |
|---------------|----|------|----------------------------|------------------------|-----------------------------|------------|--------------------------------|--------------|-----------------|-----------------|--------------|-----------------|------------------------------------|---------------------------------|------------|-------------|------------------|------------------|
| 1             | 4  | 2025 |                            |                        |                             |            |                                |              |                 |                 |              |                 |                                    |                                 |            |             | <b>24,333.15</b> | <b>24,333.15</b> |
| 01            | 04 | 2025 | <a href="#">U 011/2025</a> |                        | Easy Web Sites              | WEB        | Website Management             | DD           | 47.75           | 39.79           | 7.96         | -               | 01-440                             | <a href="#">2025.18.03.11.6</a> | 01.04.2025 | 924 3099 24 | 24,285.40        |                  |
| 22            | 04 | 2025 | <a href="#">U 011/2025</a> |                        | Tax Assist                  | PAY        | Payroll                        | DD           | 13.80           | 11.50           | 2.30         | -               | <a href="#">29589</a>              | <a href="#">2025.18.03.11.6</a> | 22.04.2025 | 408549284   | 24,271.60        |                  |
| 23            | 04 | 2025 | <a href="#">U 011/2025</a> |                        | NALC/LALC                   | SUB        | Membership                     | BACS         | 195.03          | 195.03          | -            | -               | <a href="#">56087</a>              | <a href="#">2025.18.03.11.6</a> | 01.04.2025 |             | 24,076.57        |                  |
| 23            | 04 | 2025 | <a href="#">U 011/2025</a> |                        | Internal Audit Yorkshire    | AUD        | Internal Audit                 | BACS         | 480.00          | 480.00          | -            | -               | <a href="#">24250000223</a>        | <a href="#">2025.18.03.11.6</a> | 13.04.2025 |             | 23,596.57        |                  |
| 28            | 04 | 2025 | <a href="#">U 011/2025</a> |                        | Payroll                     | PAY        | Salary April 2025              | BACS         | 316.63          | 316.63          | -            | -               | <a href="#">Payslip April 2025</a> | <a href="#">2025.18.03.11.6</a> |            |             | 23,279.94        |                  |
| 28            | 04 | 2025 | <a href="#">U 011/2025</a> | Pendle Borough Council |                             | PRE        | Precept Q1 & Q2                | BACS         | -               | -               | -            | 7,884.00        | <a href="#">FIN0349226</a>         | <a href="#">2025.08.05.11.7</a> |            |             | 31,163.94        |                  |
| 28            | 04 | 2025 | <a href="#">U 011/2025</a> | HMRC                   |                             | VAT        | VAT Refund 2024/25             | BACS         | -               | -               | -            | 1,489.51        | <a href="#">XSV12600011184</a>     | <a href="#">2025.18.03.11.6</a> |            |             | 32,653.45        |                  |
| 30            | 04 | 2025 | <a href="#">U 011/2025</a> |                        | Unity Bank                  | BCS        | Service Charge for March 2025  | Debit        | 6.00            | 6.00            | -            | -               | <a href="#">Mar-25</a>             | <a href="#">2025.18.03.11.6</a> |            |             | <b>32,647.45</b> | <b>32,647.45</b> |
| <b>Totals</b> |    |      |                            |                        |                             |            |                                |              | <b>1,059.21</b> | <b>1,048.95</b> | <b>10.26</b> | <b>9,373.51</b> |                                    |                                 |            |             |                  |                  |
| 01            | 05 | 2025 | <a href="#">U 012/2025</a> |                        | Easy Web Sites              | WEB        | Website Management             | DD           | 47.75           | 39.79           | 7.96         | -               | 01-440                             | <a href="#">2025.18.03.11.6</a> | 01.05.2025 | 924 3099 24 | <b>32,599.70</b> |                  |
| 06            | 05 | 2025 | <a href="#">U 012/2025</a> | Pendle Borough Council |                             | PRE        | Interest on Precept Payments   | BACS         | -               | -               | -            | 251.96          | <a href="#">FIN0349351</a>         |                                 | 29.04.2025 |             | 32,851.66        |                  |
| 21            | 05 | 2025 | <a href="#">U 012/2025</a> |                        | Earby Memorial Bowling Club | GRA        | Grant for Fertiliser Equipment | BACS         | 250.00          | -               | -            | -               | <a href="#">U 012/2025</a>         | <a href="#">2025.08.05.16</a>   | 21.05.2025 |             | 32,601.66        |                  |
| 22            | 05 | 2025 | <a href="#">U 012/2025</a> |                        | Tax Assist                  | PAY        | Payroll                        | DD           | 13.80           | 11.50           | 2.30         | -               | <a href="#">29908</a>              | <a href="#">2025.18.03.11.6</a> | 22.05.2025 | 408549284   | 32,587.86        |                  |
| 28            | 05 | 2025 | <a href="#">U 012/2025</a> |                        | Clear Council Insurance     | INS        | Annual Insurance Renewal       | BACS         | 858.28          | 858.28          | -            | -               | <a href="#">Insurance 2025</a>     | <a href="#">2025.08.05.14</a>   |            |             | 31,729.58        |                  |
| 30            | 05 | 2025 | <a href="#">U 012/2025</a> |                        | Payroll                     | PAY        | Salary May 2025                | BACS         | 435.23          | 435.23          | -            | -               | <a href="#">Payslip May 25</a>     | <a href="#">2025.18.03.11.6</a> |            |             | 31,294.35        |                  |
| 31            | 05 | 2025 | <a href="#">U 012/2025</a> |                        | Unity Bank                  | BCS        | Service Charge for April 2025  | Debit        | 6.00            | 6.00            | -            | -               | <a href="#">Apr-25</a>             | <a href="#">2025.18.03.11.6</a> |            |             | <b>31,288.35</b> | <b>31288.35</b>  |
| <b>Totals</b> |    |      |                            |                        |                             |            |                                |              | <b>1,611.06</b> | <b>1,350.80</b> | <b>10.26</b> | <b>251.96</b>   |                                    |                                 |            |             |                  |                  |

| MONTH                   | Apr-25   |             | May-25   |             |   |
|-------------------------|----------|-------------|----------|-------------|---|
|                         |          | RECONCILED  |          | RECONCILED  |   |
| CASH BOOK £             |          |             |          |             |   |
| BROUGHT FORWARD BALANCE | 31.03.25 | £ 24,333.15 | 30.04.25 | £ 32,647.45 | ✓ |
| PAYMENTS                |          | £ 1,059.21  |          | 1,611.06    | ✓ |
| RECEIPTS                |          | £ 9,373.51  |          | 251.96      | ✓ |
| CARRIED FORWARD BALANCE | 30.04.25 | £ 32,647.45 | 31.05.25 | £ 31,288.35 | ✓ |
| BANK STATEMENT          |          |             |          |             |   |
| STATEMENT BALANCE       | 31.03.25 | £ 24,333.15 | 30.04.25 | £ 32,647.45 | ✓ |
| PAYMENTS                |          | £ 1,059.21  |          | £ 1,611.06  | ✓ |
| RECEIPTS                |          | £ 9,373.51  |          | £ 251.96    | ✓ |
| UNPRESENTED CHEQUES     |          | £ -         |          | £ -         | ✓ |
| UNCLEARED RECEIPTS      |          | £ -         |          | £ -         | ✓ |
| ADJUSTED BANK BALANCE   | 30.04.25 | £ 32,647.45 | 31.05.25 | £ 31,288.35 | ✓ |

| Examined, Certified & Verified by |                      | Date     |
|-----------------------------------|----------------------|----------|
| Clerk/RFO                         | <i>Vale Shawrock</i> | 02.06.25 |
| Chair                             |                      | 12.06.25 |
| Cllr                              |                      | 12.06.25 |
| Cllr                              |                      | 12.06.25 |

| ITEM                                  | CAT | BUDGET £          | YTD £           | REMAINING £        | 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        | -               | - 2,000.00         |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Sough Park                            | PRK | - 4,710.00        | -               | - 4,710.00         |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Kelbrook Weekly Playground Inspection | PRK | - 1,700.00        | -               | - 1,700.00         |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Kelbrook Annual Playground Inspection | PRK | - 80.00           | -               | - 80.00            |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Payroll                               | PAY | - 3,450.00        | 751.86          | - 2,698.14         |          | 316.63          | 435.23          |          |          |          |          |          |          |          |          |          |          |
| HMRC                                  | PAY | - 864.00          | -               | - 864.00           |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Tax Assist                            | PAY | - 140.00          | 23.00           | - 117.00           |          | 11.50           | 11.50           |          |          |          |          |          |          |          |          |          |          |
| Internal Audit                        | AUD | - 480.00          | 480.00          | -                  | Complete | 480.00          | -               |          |          |          |          |          |          |          |          |          |          |
| External Audit                        | AUD | - 250.00          | -               | - 250.00           |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Website                               | WEB | - 470.00          | 79.58           | - 390.42           |          | 39.79           | 39.79           |          |          |          |          |          |          |          |          |          |          |
| Insurance                             | INS | - 334.97          | 858.28          | - 523.31           |          | -               | 858.28          |          |          |          |          |          |          |          |          |          |          |
| Village Hall Rent                     | REN | - 220.00          | -               | - 220.00           |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Lock Up Rent                          | REN | - 320.00          | -               | - 320.00           |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Subscriptions to LALC & NALC          | SUB | - 195.03          | 195.03          | -                  | Complete | 195.03          | -               |          |          |          |          |          |          |          |          |          |          |
| Subscription for Office 365           | SUB | - 110.00          | -               | - 110.00           |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Subscription for ICO                  | SUB | - 50.00           | -               | - 50.00            |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Consumables                           | CON | - 100.00          | -               | - 100.00           |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Training                              | TRA | - 300.00          | -               | - 300.00           |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Free Swimming                         | GRA | - 350.00          | -               | - 350.00           |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| Grants                                | GRA | - 750.00          | 250.00          | - 500.00           |          | -               | 250.00          |          |          |          |          |          |          |          |          |          |          |
| Unity Bank Charges                    | BSC | - 90.00           | 12.00           | - 78.00            |          | 6.00            | 6.00            |          |          |          |          |          |          |          |          |          |          |
| CONTINGENCY                           |     | - 1,000.00        | -               | - 1,000.00         |          | -               | -               |          |          |          |          |          |          |          |          |          |          |
| <b>Total</b>                          |     | <b>-17,964.00</b> | <b>2,649.75</b> | <b>- 15,314.25</b> |          | <b>1,048.95</b> | <b>1,600.80</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> |

|                                      |                 |
|--------------------------------------|-----------------|
| 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                        | <u>2,197.00</u> |

|   |             |
|---|-------------|
| <b>Examined, Certified &amp; Verified by:</b> | <b>Date</b> |
| Clerk/RFO <i>Valerie Hawcock</i>              | 02.06.2025  |
| Chair   | 12.06.2025  |
| Cllr  | 12.06.2025  |
| Cllr  | 12.06.2025  |

| Granted on | Received | Provider | Description                        | Remittance | Statement | Amount £  | Spent £   | Remaining | Date Spent | Remaining £ | Description of Expenditure                                    | Invoice | Minute Ref: |
|------------|----------|----------|------------------------------------|------------|-----------|-----------|-----------|-----------|------------|-------------|---|---------|-------------|
| 01.08.23   | 11.09.23 | WCAC     | For Kelbrook Pheonix FC            | HEH0336315 |           | £1,600.00 | £1,600.00 | £0.00     | 25.10.23   | £0.00       | Cheque given to Kelbrook Pheonix FC for facility reburbsiment |         |             |
|            | 20.11.23 | LCC      | Biodiversity Payment 2023/24       | 3237228    |           | £300.00   |           | £300.00   |            | £300.00     |   |         |             |
|            | 20.11.23 | LCC      | Local Delivery Scheme 2023/24      | 3237228    |           | £500.00   |           | £500.00   |            | £500.00     |   |         |             |
|            | 19.02.24 | LCC      | Community Orchard                  | OPS0339368 |           | £500.00   | £500.00   | £0.00     | 18.05.24   | £0.00       | Fruit Trees and Compost                                       |         |             |
| 06.02.24   | 26.02.24 | WCAC     | Improvements to Kelbrook Park      | ECO0339611 |           | £567.90   | £0.00     | £567.90   |            | £567.90     |   |         |             |
| 06.02.24   | 26.02.24 | WCAC     | Sough Park Footpath Improvements   | ECO0339610 |           | £1,375.00 | £0.00     | £1,375.00 |            | £1,375.00   |   |         |             |
|            | 13.06.24 | LCC      | Biodiversity Payment 2024/25       | 100836161  |           | £300.00   | £0.00     | £300.00   |            | £300.00     |   |         |             |
|            | 13.06.24 | LCC      | Local Delivery Scheme 2024/25      | 100836160  |           | £500.00   | £0.00     | £500.00   |            | £500.00     |   |         |             |
| 05.11.24   | 25.11.24 | WCAC     | Soft Pour Repair for Kelbrook Park | ECO0345571 |           | £1,857.91 | £0.00     | £1,857.91 |            | £1,857.91   |   |         |             |

**£7,500.81   £2,100.00   £5,400.81**

**£5,400.81**



| Ref Number | Category of Asset    | Owned | Owner | Description           | Location  | Documents | Date Acquired  | Purchased from   | QTY | Net Cost £ | £ VAT    | Gross Cost £ | Asset Value £ | Replacement Value £ |
|------------|----------------------|-------|-------|-----------------------|---|-----------|----------------|------------------|-----|------------|----------|--------------|---------------|---------------------|
|            | <b>Bus Shelters</b>  |       |       |                       |   |           |                |                  |     |            |          |              |               |                     |
| 101        | Fixed                | ✓     | KSPC  | Bus Shelter Steel     | Opposite Sough Park                               | Transfer  | 28.06.2019     | Pendle BC        | 1   | -          | -        | -            | 1.00          |                     |
| 102        | Fixed                | ✓     | KSPC  | Bus Shelter Steel     | Outside Sough Mill                                | Transfer  | 28.06.2019     | Pendle BC        | 1   | -          | -        | -            | 1.00          |                     |
| 103        | Community            | X     | PBC   | Bus Shelter Steel     | Opposite the Craven Heifer                        |           |                |                  | 1   | -          | -        | -            | -             | -                   |
| 104        | Fixed                | ✓     | KSPC  | Bus Shelter Stone     | Colne Road Kelbrook                               | Transfer  | 28.06.2019     | Pendle BC        | 1   | -          | -        | -            | 1.00          |                     |
| 105        | Fixed                | ✓     | KSPC  | Bus Shelter Steel     | LHS on Kelbrook Road                              | Transfer  | 28.06.2019     | Pendle BC        | 1   | -          | -        | -            | 1.00          |                     |
| 106        | Fixed                | ✓     | KSPC  | Bus Shelter Steel     | RHS on Kelbrook Road                              | Transfer  | 28.06.2019     | Pendle BC        | 1   | -          | -        | -            | 1.00          |                     |
|            | <b>Benches</b>       |       |       |                       |   |           |                |                  |     |            |          |              |               |                     |
| 201        | Fixed                | ✓     | KSPC  | Picnic Bench          | Triangle Kelbrook                                 |           | 2000           |                  | 1   | -          | -        | -            | 1.00          | 800.00              |
| 202        | Fixed                | ✓     | KSPC  | Picnic Bench          | Triangle Kelbrook                                 |           | 2000           |                  | 1   | -          | -        | -            | 1.00          | 800.00              |
| 203        | Fixed                | ✓     | KSPC  | Bench                 | Next to Bus Stop LHS Kelbrook Road                |           | Pre 2015       |                  | 1   |            |          | -            | 1.00          | 700.00              |
| 205        | Fixed                | ✓     | KSPC  | Bench                 | Kelbrook Playground                               |           | 2000           |                  | 4   |            |          | -            | 1.00          | 2,400.00            |
| 206        | Fixed                | ✓     | KSPC  | Bench                 | Bus stop opposite Craven Heifer                   |           | Pre 2015       |                  | 1   |            |          | -            | 1.00          | 700.00              |
| 207        | Fixed                | ✓     | KSPC  | Bench                 | Corner of Church Lane and Colne Rd                |           | Pre 2015       |                  | 1   |            |          | -            | 1.00          | 700.00              |
| 208        | Fixed                | ✓     | KSPC  | Bench                 | Lay-by outside ATH                                |           | Pre 2015       |                  | 1   |            |          | -            | 1.00          | 700.00              |
| 212        | Fixed                | ✓     | KSPC  | Bench                 | On Church Lane, Next to Regal Engineering         |           | Pre 2015       |                  | 1   |            |          | -            | 1.00          | 700.00              |
| 213        | Fixed                | ✓     | KSPC  | Bench                 | Next to the Post Box at Kelbrook Beck             |           | Pre 2015       |                  | 1   |            |          | -            | 1.00          | 700.00              |
| 214        | Fixed                | ✓     | KSPC  | Bench                 | At Kelbrook Beck                                  |           | Pre 2015       |                  | 1   |            |          | -            | 1.00          | 700.00              |
| 217        | Fixed                | ✓     | KSPC  | Bench                 | Dotcliffe Rd at Harden Rd Bridge                  |           | Pre 2015       |                  | 1   |            |          | -            | 1.00          | 700.00              |
| 218        | Fixed                | ✓     | KSPC  | Coronation bench      | Sough Green                                       | R212742   | September 2023 | Corido           | 1   | 660.00     | 132.00   | 792.00       | 660.00        | 660.00              |
| 219        | Fixed                | ✓     | KSPC  | Coronation bench      | Kelbrook  | R212742   | September 2023 | Corido           | 1   | 660.00     | 132.00   | 792.00       | 660.00        | 660.00              |
| 220        | Fixed                | ✓     | ?     | Bench                 | Tomlinsons Field                                  |           |                |                  | 1   |            |          | -            | 1.00          | 700.00              |
|            | <b>Lights</b>        |       |       |                       |   |           |                |                  |     |            |          |              |               |                     |
| 301        | Community Asset      | ✓     | KSPC  | Christmas Lights      | Stored at Stately Lighting                        | 1028      | Nov 2023       | Stately Lighting | 1   | 825.00     | 165.00   | 990.00       | 825.00        | 900.00              |
| 302        | Community Asset      | ✓     | KSPC  | Christmas Lights      | Stored at Stately Lighting                        | 1028      | Nov 2023       | Stately Lighting | 1   | 825.00     | 165.00   | 990.00       | 825.00        | 900.00              |
| 303        | Community Asset      | ✓     | KSPC  | Permanent Tree Lights | Willow Tree at Kelbrook Beck/Trees at Sough Green | 271444    | 30.11.21       | Lite Ltd         | 1   | 10,270.00  | 2,054.00 | 12,324.00    | 10,270.00     | 10,270.00           |
|            | <b>Notice Boards</b> |       |       |                       |   |           |                |                  |     |            |          |              |               |                     |
| 401        | Fixed                | ✓     | KSPC  | Notice Board Sough    | Sough Grass Verge near the park                   | 17789     | 01.11.2023     | Greenbarnes      | 1   | 941.57     | 188.31   | 1,129.88     | 941.57        | 1,300.00            |
| 402        | Fixed                | ✓     | KSPC  | Notice Board Kelbrook | The Beck Bridge Kelbrook                          | 17789     | 01.11.2023     | Greenbarnes      | 1   | 1,537.58   | 307.52   | 1,845.10     | 1,537.58      | 1,300.00            |



| Ref Number | Category of Asset         | Owned | Owner       | Description          | Location                              | Documents        | Date Acquired | Purchased from         | QTY | Net Cost £ | £ VAT  | Gross Cost £ | Asset Value £ | Replacement Value£ |
|------------|---------------------------|-------|-------------|----------------------|---------------------------------------|------------------|---------------|------------------------|-----|------------|--------|--------------|---------------|--------------------|
|            | <u>Outdoor Space</u>      |       |             |                      |                                       |                  |               |                        |     |            |        |              |               |                    |
| 501        | Fixed                     | ✓     | KSPC        | Playground Equipment | Next to Kelbrook Primary School       |                  | 01.10.2000    | Not Known              | 1   | -          | -      | -            | 1.00          |                    |
| 502        | Fixed                     | ✓     | KSPC        | Railing Planters     | Colne Rd Kelbrook                     |                  | 02.10.2019    | Amberol                | 9   | 1,284.43   | 256.89 | 1,541.32     | 1,284.43      | 1,500.00           |
| 503        | Fixed                     | ✓     | KSPC        | Barrel Planters      | Sough Grass Verge, Colne Road         |                  | June 2023     |                        | 2   | 40.00      |        | 40.00        | 40.00         | 40.00              |
| 504        | Fixed                     | ✓     | KSPC        | Barrel Planter       | Kelbrook Stone Bus Stop Colne Road    |                  | June 2023     |                        | 2   | 40.00      |        | 40.00        | 40.00         | 40.00              |
| 505        | Community Asset           | ✓     | KSPC        | Litter Pickers       | Secure Lock-up                        | A9703177315      | 28.06.2022    |                        | 15  | 219.50     | 43.90  | 263.40       | 219.50        | 263.40             |
|            | <u>Defibrillators</u>     |       |             |                      |                                       |                  |               |                        |     |            |        |              |               |                    |
| 601        | Fixed                     | X     | PBC         |                      | Sough Park outside the Changing Rooms | 1074508          | 08.08.2017    | Medisol BV             | 1   | 1,299.00   | 259.80 | 1,558.80     | 1,299.00      | 1,300.00           |
| 602        | Community Asset           | X     | Village Hal | Defibrillator        | Outside Kelbrook & Sough Village Hall |                  |               | Bought by Ladies Guild | 1   |            |        | -            | -             | -                  |
|            | <u>IT Equipment</u>       |       |             |                      |                                       |                  |               |                        |     |            |        |              |               |                    |
| 702        | Fixed                     | ✓     | KSPC        | Acer Aspire 5 Laptop | Councillor Home Address               | 2104278185       | 14.07.2021    | Currys                 | 1   | 511.20     | 127.80 | 639.00       | 511.20        | 460.00             |
| 703        | Fixed                     | ✓     | KSPC        | HP Smart Tank 5106   | Clerk/RFO Home Address                | 18702302         | 18.07.2024    | Currys                 | 1   | 174.99     | 34.99  | 209.98       | 174.99        | 250.00             |
| 704        | Fixed                     | ✓     | KSPC        | Acer Aspire 5 Laptop | Clerk/RFO Home Address                | 12030417         | 30.01.2025    | Appliances Direct      | 1   | 363.31     | 76.65  | 459.96       | 459.96        | 460.00             |
|            | <u>Election Equipment</u> |       |             |                      |                                       |                  |               |                        |     |            |        |              |               |                    |
| 801        | Fixed                     | ✓     | KSPC        | Postal Vote Boxes    | Village Hall Loft                     |                  |               |                        | 10  | 216.00     | 54.00  | 270.00       | 216.00        | 300.00             |
|            | <u>Miscellaneous</u>      |       |             |                      |                                       |                  |               |                        |     |            |        |              |               |                    |
| 901        | Fixed                     | ✓     | KSPC        | Telephone Box        | Next to the Craven Heifer             | Salvage Purchase | 16.11.2017    | BT                     | 1   | 0.80       | -      | 1.00         | 1.00          | -                  |

Total Net £ 19,983.23