

# KELBROOK AND SOUGH PARISH COUNCIL



Chair: Cllr L. Katiff  
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**Meeting** of Kelbrook and Sough Parish Council  
Wednesday 13<sup>th</sup> November 2024  
7:30pm Kelbrook and Sough Village Hall

## DRAFT MINUTES

### 1. Welcome

Councillor Christine Elley welcomed all present to the meeting at 7:30pm.

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

Recorded attendees were Cllrs C. Elley, A. Mayers and D Galway.  
Apology received from Chair, L. Katiff due to ill health.  
Also noted was the resignation of Cllr S. Ellis.

### 3. Declarations of Interest

There were no declarations recorded on the agenda.

### 4. Public Participation

From over 20 members of the public in attendance, 3 had registered an interest to raise questions on specific agenda items. When asked, all 3 agreed to wait until the items came up for discussion on the agenda. *Please refer to Appendix 1 for all questions, comments and responses.*

### 5. Minutes

i) **Resolved** to approve and accept the minutes of the last meeting held Monday 9<sup>th</sup> September 2024 as an accurate record with the exception of Agenda Item 9 – Planning Matters for which further clarification has been made to add to the minutes as follows:

ii) 24/0585/REM Reserved Matters: Erection of a replacement farm house (Appearance, Landscaping, Layout and Scale) of Planning Permission. Moorgate Farm, Cob Lane, Kelbrook, Lancashire, BB18 6LL. A previous outline planning application had been approved in 2022. *At the time the Parish Council were consulted but no response was made to this application, indicating that this is in keeping with the Neighbourhood Plan.* The planning deals with the reserved matters from the previous application and the design is for a 'Passive House'. The house is in keeping in terms of design, appearance and materials and the plan includes arrangements for other matters such as landscaping, hedges etc.

**Resolved:** The Parish Council responded to the planning consultation offering no objections to the plans.

**Point of Clarification:** The statement in Blue Italics is inaccurate. No response had been made to this application by the Parish Council which had been made before the Neighbourhood Plan was a finalised document.

iii) Cllr Elley highlighted the following: Parish Clerk being an agenda item; RTC asked to carry out repairs to the playground as quickly as possible; Tool purchase discussion for the Lengthsman who has now resigned; Kelbrook School consultation regarding the usage of the Annual Holiday Swimming Vouchers funded by the Parish Council confirmed they were used and appreciated.

#### 6. **Parish Clerk Applications**

Cllr Elley reported that 4 applications had been received for the Clerk/RFO role and all were experienced individuals. The Parish Council had been through the relevant processes and an appointment would be made in due course.

#### 7. **Sough Park**

At a meeting held at the Village Hall with various interested parties in attendance the recent withdrawal of funding by Earby Town Council towards the Park maintenance was discussed. Earby Town Council had been approached for their contribution to the meeting but did not attend nor contribute. The Parish Council have paid their maintenance contribution for this financial year and have an itemised bill for works carried out. Agreement to maintain the bowling green and football pitch has been reached with the Bowling Club and Kelbrook Pheonix FC respectively with the latter also cutting additional areas when time permits resulting in less responsibility and therefore cost to Pendle Council. The interested parties plan to meet regularly to discuss solutions. If no solution can be found then the park may be at risk of closure.

#### 8. **AGAR**

The AGAR process is now complete. Council to note the completion of the Annual Limited Assurance Review.

#### 9. **Planning**

i) 24/0773/PIP New application for Land to the North of the Stables on Old Stone Trough Lane, Kelbrook.

Cllrs looked at this and felt it was connected to the existing settlement boundary and in keeping with its surroundings. As it was only PIP at this stage any changes could be contested at a later date when further application was made. Access already exists and construction nuisance had already been addressed by the Environment Agency.

#### 10. **Precept**

Next year's budget is currently a work in progress. On completion it will be used to accurately set the precept amount in January 2025.

#### 11. **To approve and authorise Payments and Procurement**

##### i) **Regular Direct Debits**

Easy Web	£51.71
Accountant (payroll)	£27.60
Unity Bank	£ 6.00

##### ii) **Cheques**

Sough Park	£5,198.00
PKF Littlejohn (AGAR)	£ 252.00

All payments were approved.

**12. Updates from other Meetings**

Unfortunately, Cllr L. Katiff was unable to attend the last WCAC meeting due to ill health. The minutes were received and the Sough Bridge Mill development has been deferred until the next meeting. It was noted that a petition against the application had been received by Pendle.

**13. Correspondence – FOI Requests**

One item received relating to a complaint against a Parish Councillor for breaching code of conduct rules. This has been investigated by Pendle and was judged to be an unfounded complaint.

**14. Exclusion of the Public and Press**

The Parish Council had an item to discuss that would identify private individuals.

**15. Next Meeting Date**

The next meeting will take place at 7pm on Wednesday 15<sup>th</sup> January 2025.

**16. Meeting Close**

The meeting was closed at 8 pm and Cllr Elley thanked all present for their attendance and contribution.

# Appendix 1

## Public Questions, Comments and Responses

### Agenda Item 6 – Parish Clerk Applications

**Public Question:** *Where had the post been advertised?*

**Response:** *Advertised through LALC (Lancashire Association of Local Councils) and Pendle Council Websites*

### Agenda Item 7 – Sough Park

**Public Question:** *How does the Park funding work?*

**Response:** *Pendle Parks are managed by individual councils using funds from precepts, Sough being one of the few managed by Pendle where the local council is then billed for the work.*

### Agenda Item 8 - AGAR

**Public Question:** *Where has the information been published?*

**Response:** *The information is on the Parish Council Website.*

**Public Response:** *Access to the information on the website was displaying an error message, however an additional response claimed it was visible?*

**Public Question:** *Do the comments on the agenda accurately reflect what is on the certificate?*

**Response:** *To check and clarify that the document is available on the website and also confirm that the wording on the agenda is accurate.*

### Agenda Item 9 - Planning

**Public Question:** *Had already been addressed under Agenda Item 5 in the minutes of the previous meeting, 9<sup>th</sup> September 2024.*

**Public Question:** *Concern expressed regarding representation at WCAC and who was the responsible person for Planning Applications with particular emphasis on the maintenance of the Planning spreadsheet provided to the Parish Council? Is it up to date?*

**Response:** *The Council takes this seriously and agrees with the importance of the Neighbourhood Plan. The spreadsheet was up to date at the point the Clerk resigned.*

**Public Question:** *What is the Council doing to keep pressure on the Planning Committee and developers at Cob Lane to ensure it was being built to the precise specifications and highlighted that there had been an application regarding treatment of surface water?*

**Response:** *This application had only been published today and would be looked at carefully, emphasising that previous meetings had been held with Cllr David Whipp and the developers regarding surface water.*

- i) 24/0773/PIP New application for Land to the North of the Stables on Old Stone Trough Lane, Kelbrook.

Cllrs looked at this and felt it was connected to the existing settlement boundary and in keeping with its surroundings. As it was only PIP at this stage any changes could be contested at a later date when further application was made. Access already exists and construction nuisance had already been addressed by the Environment Agency.

**Public Comment:** *It was pointed out that the proposed development was in fact outside the settlement boundary as identified in the Neighbourhood Plan and it is important that this is recognised.*

**Resolved:** That a response is made within the time frame with due consideration to the public comment.

**Agenda Item 11 - To approve and authorise Payments and Procurement**

**Public Question:** *Who is the current RFO for this financial year and what are their terms of office?*

**Public Question:** *Where is the public record or register of Grant Applications?*

**Public Question:** *Where is the public record of all payments listed for consideration and approval?*

**Resolved:** To report back at a later date as not all the information was available at the time of asking.

**Agenda Item 13 – Correspondence – FOI Requests**

**Public Question:** *Was there a cost for FOI requests and who pays?*

**Response:** *Yes, there is and the residents pay through the precept.*

**Public Question:** *How many have there been in the current financial year?*

**Response:** *There had been several but unable to give an absolute number. The cost to date had been £604.00 which covered Clerk overtime and printing expenses.*

**Agenda Item 14 - Exclusion of the Public and Press**

The Parish Council had an item to discuss that would identify private individuals.

**Public Response:** *Legality questionable as there was no agenda item identified.*

**Response:** *Agreed and deferred.*

**Resolved:** To defer the item to an extraordinary meeting.

DRAFT