

KELBROOK AND SOUGH PARISH COUNCIL



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Meeting of Kelbrook and Sough Parish Council 18th March 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 Vice Chair of the Parish Council, Cllr Elley to welcome all to the meeting at 7pm.

2. Declaration of newly Co-opted Councillors

2.1 To welcome Sharon Ashley and Heidi Wright as co-opted Councillors, resolved at the previous meeting 29th January 2024.

2.2 To ask co-optees to sign the Declaration of Office in accordance with Local Government Act 1972, section 83(4) 2012, and agree to abide by the Local Government Code of Conduct introduced under the Localism Act 2011.

3. Attendance, Apologies and Non-attendance

3.1 To record attendance, and non-attendance.

3.2 To record written apologies for absence.

4. 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.

5. 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.

6. Minutes

To accept and approve as an accurate representation, the minutes of the last meeting held on 29th January 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

To ask Cllr Galway for an update on progress made to date.

7.2 Kelbrook Playground Re-surfacing

To ask Cllr Mayers for an update on progress made to date.

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 Mayers

9. Matters arising from Correspondence

9.1 The PC received an email 04.02.2025 from a member of the public asking if Council would re-consider its previous objection to 24/0773/PIP New application for Land to the North of the Stables on Old Stone Trough Lane, Kelbrook.

9.2 The PC received and responded to an email received 13.02.2025 from a member of the public regarding the following:

9.2.1 Continued deterioration of the wall at the bottom of Church Lane asking if ownership has been resolved?

9.2.2 Informed Council of a bench hallway up Cob Lane that was obscured by vegetation that needed clearing (pic supplied)

9.2.3 Asked if a decision had been taken regarding the use of the re-furbished telephone box?

To ask Cllr Galloway for an update on all three points.

9.3 The PC received and responded to 2 x emails received on 25.02.2025 from members of the public sharing their concerns about Sough Park and its future maintenance.

Sough Park is Agenda Item 13.

10. Planning Matters

To ask Councillor Mayers to give an update on Planning Applications received.

There have been 2 new Planning Applications within the parish since the last meeting:

10.1 25/0104/HHO 14.02.2025 No. 1 Quernmore Drive, Kelbrook

Demolition of conservatory and canopy and erection of a single storey rear extension.

10.2 25/0105/CND 14.02.2025 Cob Lane

Further variations to condition 19 – future management of the estate and, condition 20 – drainage and lighting etc.

11. Finance

To ask the RFO to present the financial report and approve:

11.1 Bank Reconciliation (Enc)

11.2 Payments and Receipts (Attached)

11.3 24_25 Budget Analysis (Enc)

11.4 Present amended budget for 25_26 (Attached)

11.5 Direct Debit Review (Enc)

11.6 Regular Payment Review (Enc)

11.7 Cost benefit analysis of a debit card

11.8 Update on HMRC and VAT 24_25

11.9 Consider purchasing Acrobat Adobe or similar

11.10 Training for Clerk/RFO and newly appointed council member(s)

12. Insurance Policy

Current policy is with Zurich and due for renewal 31.05.2025.

12.1 To record that Council need to carry out a review of the current policy.

12.2 To consider if the policy is fit for purpose and explore alternative providers.

13. Sough Park

To discuss the budgeted, voluntary, non-contractual monies allocated to Pendle Borough Council for the maintenance of Sough Park for the 2025/26 financial year.

14. Date of next meeting and future meeting schedule