

**PARISH OF OVER KELLET**

**Draft Minutes of the Meeting of the Parish Council held at the  
Wilson's Endowed C of E Primary School on Tuesday 13<sup>th</sup> February 2018 at 7-15pm.**

**Present:** Councillor Mr N Ward - Chair  
Councillor Mr G Agnew  
Councillor Mrs M Fowler  
Councillor Mrs R Lauder  
Councillor Mr M May

**In attendance:** County Councillor Mrs P Williamson and eleven members of the public

- 1 APOLOGIES FOR ABSENCE:** Apologies were received from Councillor Mr S Atkins and City Councillor Mr J R Mace
- 2 MINUTES:** Members commented positively on the new format of the Minutes as presented and then **RESOLVED** that Minutes of the meeting held on **Tuesday 09<sup>th</sup> January 2018** be approved and signed.
- 3 DECLARATIONS OF INTEREST:** Councillor Mr M May declared an interest in planning application 16/0152/OUT on the basis that the proposed development is behind his own property. Councillors May and Lauder declared an interest in Agenda item 11 as members of the Village Hall Committee.
- 4 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:**

The Chair informed the meeting that the Clerk had presented a new approach and format to the Agenda based on current best practice which will be monitored and changes made if necessary. Feedback on the new format of both the Minutes and Agenda is welcome.

The Chair then invited residents to raise any matters for discussion.

**Public Discussion:** The following matters were raised:

  - a) Vehicles parked outside the Old Vicarage (Merefell) and surrounding properties by staff of the Witherslack Group are occasionally causing a nuisance and increasing the risk of injury. It was reported that this issue has been raised before. **The Clerk was asked to bring this matter to the attention of the Witherslack Group**
  - b) Work has started on the erection of an agricultural steel frame building at Cock's Wood Nether Kellet Road for which there is no known planning application. **The Clerk was instructed to investigate and report back.** (Please note: Councillor May subsequently established that this was considered in 2014 when no prior approval was required)

**Clerks report on activities and actions:** The Clerk presented his report on activities during January that are not otherwise covered by the Agenda. Service requests have been reported using via [Fixmystreet.com](http://Fixmystreet.com) that automatically sends details of the issue to Lancaster City or Lancashire County Council dependent on the nature of the service request. This has the added benefit of alerts being received of any updates. Requests submitted were a large pothole at the junction of Nether Kellet Road and Church Bank and long vehicles having difficulty in negotiating a tight bend on the narrow bridge on Kellet Lane, to and from, Borwick and Tewitfiled.

The report provided notification of three road closures and the reasons for the restrictions being applied. As requested a formal response to the Community Governance Review being led by Lancaster City Council has been submitted stating that Over Kellet Parish Council is generally satisfied with the current arrangements but that they would welcome any opportunity to discuss certain applications with Planning Officers and Developers at an early stage of the planning process for mutual benefit.

The Parish Council's Facebook page and Twitter account are now up and running and being used to share details of the Parish Council's activities and matters of interest. As requested enquiries had been made with Lancashire County Highways and Constabulary about the issues relating to the SPID and with Lancaster City Council about the availability of a rented garage close to the allotments for possible use as storage for tools and equipment.

**Correspondence:** The Clerk presented correspondence received including a Chairmanship Workshop on the management of effective meetings; an enforcement scheme to tackle poor driver behaviour around schools, and the offer of a free application that provides automated alerts for major weather events.

**Members provided the following updates on issues arising since the last meeting:**

- a) **LALC** - Issues discussed at the recent meeting of LALC included Parish Precepts, the lessons from the Galgate flooding, neighbourhood planning and the reporting of crime and crime updates via Lancashire Constabulary website <https://www.lancashire.police.uk/>, and the [Lancaster](#) and [Morecambe](#) Area Police Facebook pages. A free messaging service supported by Lancashire Police, Fire & Rescue Service and Lancashire County Council called *In the Know* provides regular crime updates; information on road closures; fires and other emergencies and information about what the local policing teams are doing. Users can sign up to the service at <https://www.stayintheknow.co.uk/>;  
Lancashire Enterprise Partnership have produced a brochure on visitor economy in Lancashire at present and its future growth prospects.
- b) **Quarry Matters** – The next quarry liaison meetings are scheduled for 06 March 2018. A complaint was reported following a recent blasting, although it was within allowable limits
- c) **Emergency Plan** – Cards/leaflets raising awareness of the plan have been distributed to residents. The draft Emergency Plan is now with Lancaster City Council's Civil Contingencies Officer for consideration and comment. A meeting of the Community Emergency Planning Group will be held on 26<sup>th</sup> February at the Victoria Institute in Caton. The meeting will be an opportunity to discuss the learning from the flooding events last November – representatives from Over Kellet will be in attendance.
- d) **Twinning Association** – Nothing to report
- e) **B4RN.org** – Two kilometres of new cabling/ducting has been laid recently. Further progress is subject to permissions being given.

**Report of District and County Councillors:** County Councillor Williamson reported on the Lancashire County Council budget for 2018-19 and its implications, including an increase in the County's element of the Council Tax of 5.99% - 3% of which is earmarked for Adult Social Care - and a sum of £5M identified for tackling the county's potholes.

The County Council has recently approved a £65k package of road safety schemes, including works on the A6 around the area passing the Yealand's junction. County Highways have scoped a project to repair the A6 in Carnforth from Tesco's to the junction with Market Street, including a 200M section of Market Street.

Library opening times across the district are currently being reviewed following a consultation on how these should be allocated across a week on the basis of local need and proportionate to the population being served by local libraries.

There is a consultation on proposals to close the Ticket Office at Carnforth Station. It is considered that the ticket office provides an important local service and is an integral part of Carnforth's heritage and tourism. Anyone wishing to comment on the proposals can contact Councillor Williamson.

The Chair thanked Councillor Williamson for her report and after a short discussion **the Clerk was instructed to produce a response on behalf of the Parish Council on the proposed closure of the Carnforth Ticket Office.**

**5 PLANNING APPLICATIONS:** Members considered updates on previousl planning decisions and new planning applications received.

<b>Application No / Description</b>	<b>Parish Council Comment / Application Decision Status</b>
<b>16/0152/ OUT:</b> Outline application for the erection of 15 dwellings and creation of new access - Late James Cottam (Senior) Will, Land Adjacent to Church Bank and Greenways Over Kellet	<b>Parish Council Objection /</b> Approved subject to conditions being met.
<b>17/01050/OUT:</b> Outline application for the development of 55 residential dwellings - Mr Stephenson, Land North of Old Hall Farm Kirkby Lonsdale Road Over Kellet LA6 1DA	<b>Parish Council Objection /</b> Approved subject to conditions being met. Councillor Ward contacted Planning Case Officer and County Highways about safety concerns relating to pedestrian access
<b>17/01363/CU:</b> Change of use of land for the siting of 44 static caravans/lodges including retrospective raising of land levels - Mr J McCarthy, Castle View Caravan Park Borwick Road Capernwray	<b>Parish Council Objection /</b> Application Withdrawn
<b>18/00028/CU</b> -Change of use of land for the siting of 36 static caravans/lodges including retrospective raising of land levels, creation of a new road and installation of a sewage treatment plant - Castleview Caravan Parks Castle View Park Borwick Road LA6 1FE	<b>Parish Council Objection /</b> Awaiting decision
<b>17/01526/FUL:</b> Erection of 2 dwellings with associated landscaping and access - Mitchells of Lancaster, Land Adjacent to the Eagles Head Nether Kellet Road	<b>Parish Council Objection /</b> Application Refused as the development would harm the significance of the Conservation Area as it would be visually dominant
<b>18/00085/FUL:</b> Demolition of detached garage & existing conservatory, erection of a single storey rear extension and a single storey side extension -10 Hall Garth Gardens Over Kellet LA6 1BY	<b>New application /</b> Awaiting decision
<b>17/01311/FUL:</b> Demolition of existing machinery store and stables, erection of an agricultural building for free range laying unit, change of use of existing agricultural building for egg packing facilities, construction of two bulk feed bins, installation of staff facilities with associated package treatment unit and associated landscaping - Martin Mulligan, Parsons Field Restarigg Farm Kirkby Lonsdale Road Arkholme LA6 1BQ	<b>Parish Council Objection /</b> Awaiting decision
<b>18/00125/EIR</b> - Screening opinion related to 17/01133/FUL above	<b>New application /</b> Awaiting decision

## PLANNING APPLICATIONS (continued)

Application No / Description	Parish Council Comment / Application Decision Status
<b>18/00038/FUL</b> - Erection of a 2-storey dwelling and creation of a vehicular access - Mr Metcalfe Old Hall Kirkby Lonsdale Road Over Kellet LA6 1DA	<b>New application</b> / Awaiting decision
<b>18/00087/FUL</b> - Demolition of agricultural buildings, change of use and conversion of three agricultural barns into four 4-bed dwellings (C3) and erection of four 2-storey detached dwellings (C3) with associated access - Old Hall Farm Kirkby Lonsdale Road Over Kellet LA6 1DA	<b>New application</b> / Awaiting decision
<b>18/00088/LB</b> – Listed building application relating to 18/00087/FUL above	<b>New application</b> / Awaiting decision

Members commented on the planning applications and their status in relation to decisions being made by the planning authority. After some discussion it was **RESOLVED** that the latest position be noted and that the Parish Council submit a comment on application number 18/00087/FUL and 18/00088/LB.

### 6 PAYMENT OF ACCOUNTS:

1110	Mr R Bailey, Clerks Fee and Expenses January 2018	£253.03
1111	Over Kellet View Annual contribution	£500.00
1112	Twinning Association Annual contribution	£ 50.00

It was **RESOLVED** that the above accounts be paid.

**7 NEIGHBOURHOOD PLAN MEETING:** The Chair reported that there had been a very good attendance of 49 residents at the recent meeting arranged to hear their views on whether the village should develop a neighbourhood plan. There had been a lively debate about the advantages and disadvantages of a neighbourhood plan and the process and commitment needed to develop one.

The outcome of the meeting was that rather than develop a Neighbourhood Plan now, a new Parish Plan should be produced setting out the key outcomes and objectives that the Parish would aim to achieve in the next few years. The option to revisit the development of a Neighbourhood Plan in the future could be part of the Parish Plan. Four residents volunteered on the night to be part of a group to develop a Parish Plan that will include the Chair and Councillors Agnew and May.

After some discussion and comments, it was **RESOLVED** that the outcome of the Neighbourhood Plan meeting be noted and that **the Clerk coordinate a meeting of the Parish Plan Group on 6th or 27th March.**

**8 QUALIFICATION OF ACCOUNTS:** The Clerk informed Members that during the review of the Annual Return for the year ending 31st March 2017 the external auditors had raised some shortcomings that must be reported to a full meeting of the Parish Council as soon as practicable. This had not happened to date.

The Clerk reported that the matters raised by the external auditor had resulted in the annual return being qualified. An explanation of what issues had been raised and why, and the recommendations of the external auditor was provided.

The Clerk emphasised that whilst these matters related to non-compliance with legislation they were accounting and administration errors that could be addressed relatively quickly. The Clerk had previously circulated an 'Action Plan' setting out several other areas of financial management and governance that would benefit from improvements being made.

For each action a proposed date for completion/implementation was identified allowing Members to monitor progress going forward.

Members asked questions on the reasons for the qualification and the proposed action plan. It was then **RESOLVED** that the qualification of the 2017/18 Annual Return be noted and the proposed Action Plan be approved and progress on its implementation be reported at subsequent meetings.

**9 SMALLER AUTHORITIES TRANSPARENCY FUND:** The Clerk reported that following urgent consultation with Members a submission had been made for grant funding aimed at helping smaller authorities (with an annual turnover of less than £25k) to meet the requirements of the Transparency Code as set out in the Local Audit and Accountability Act 2014.

The Clerk advised that the funding programme is being delivered through the National Association of Local Councils (NALC) and aims to provide support, training and guidance to authorities to move to online publishing of information; be more accountable to their communities and establish online transparency by publishing key information on a timely basis.

It was **RESOLVED** that the Clerk's agreed action to submit a request for funding to ensure compliance with the Transparency Code be noted and that the outcome of the submission be reported in due course, subject to which, the **Clerk to liaise with the community website administrator on the way forward.**

**10 SHARED LENGTHSMAN SCHEME:** The Chair reported that he had attended a meeting with Councillor representatives from Bolton-Le-Sands and Nether Kellet to review the shared Lengthsman scheme arrangements and the Lengthsman's remuneration.

The scheme continues to work satisfactorily and the quality of the services provided by the Lengthsman remains high.

The hourly rate paid to the Lengthsman was last increased several years ago and it was felt that this should now be increased by an additional £2 per hour. It was noted that the Lengthsman currently pays for the petrol for the ride-on mower out of his own pocket and it was proposed that, in future, this be included along with his other expenses.

Councillor Agnew commented that the Lengthsman would be taking on the additional responsibility for maintaining the SPID into the village.

It was **RESOLVED** that the increased hourly rate of pay for the Lengthsman be endorsed and that fuel expenses for the mower be paid by the Parish. **The Clerk was instructed to advise the Clerk of Bolton-Le-Sands as administrator of the scheme.**

**11 STORAGE OF EMERGENCY PLAN AND PARISH COUNCIL EQUIPMENT:** The Chair reported that discussions have been held with representatives from the allotments and village hall committees on suggestions for storage facilities being made available. It had been made clear that allotment holders would not be in favour but a credible offer has been made by the Village Hall committee to make use of their garage for a rent yet to be agreed.

It was **RESOLVED** that the offer from the Village Hall committee be accepted subject to final arrangements being made and rental cost agreed.

**12 BRITISH TELECOM (BT) CABINET ON THE VILLAGE GREEN:** The Chair reported that further to a previous request from BT that a cabinet against Hall Garth garden wall be replaced by a larger one close by, BT had recently started to erect one on the Village Green, contrary to an agreement made at the time.

It was soon established that BT had changed their plans and after a meeting on site, work on the Village Green was stopped and the erection of a cabinet relocated to the other side of the green where the old telephone box used to be. The damage caused to the green will be repaired.

It was **RESOLVED** that the action and location of the new BT cabinet be noted.

**13 CONSULTATION – VOLUNTEER OFFER:** The Clerk reported that Lancashire Countryside Service are consulting on a proposed new volunteer offer in response to the '*...unprecedented change due to the financial challenges facing the County Council*'. A number of '*proposed opportunities*' are on offer and the new approach is planned to start in April 2018, subject to consultation on the proposals and any suggestions/ideas coming forward.

After some discussion, and an acknowledgment that none of the proposed schemes were in close proximity to the Parish, it was **RESOLVED** that the proposals be noted.

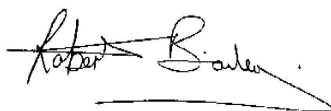
**14 BEST KEPT VILLAGE COMPETITION:** The Clerk reported that the Parish Council had been invited to enter Over Kellet into the Lancashire Best Kept Village Competition 2018 and that entries must be submitted by 31<sup>st</sup> March 2018.

Members discussed the competition and provided an insight into the villages previous experience and it was **RESOLVED** that no application would be made to enter the Lancashire Best Kept Village Competition 2018.

**15 DATE & TIME OF NEXT MEETING:** The next meeting of the Parish Council will be **Wednesday 13<sup>th</sup> March 2018 commencing at 7:10pm.**

The Chair reminded everyone that the Parish Council Annual Meeting will be held in May. Members agreed to the same format as last year where local organisations and groups would be invited to provide a short presentation on their activities in the last year, known as the Village Assembly. **The Clerk was instructed to coordinate the Parish Council Annual Meeting and Village Assembly for 2018.**

The meeting closed at 8:40pm



Clerk of the Council