

OVER KELLET PARISH COUNCIL

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

**Parish Council Meeting to be held on Tuesday 10th July 2018
at the Wilson's Endowed School, Over Kellet commencing at 7.15pm**

A G E N D A


1. To receive apologies
2. To consider and approve Minutes of the Meeting held on Tuesday 12th June 2018 (attached to the agenda)
3. To receive Declarations of Interest
4. To adjourn the meeting for a period of public discussion and to provide 'information only' updates on activities in recent weeks. (Note: Any matters needing a 'decision' will be considered as an agenda item at a future meeting)
 - a) Public discussion
 - b) Clerk's report on activities and correspondence since last meeting
 - c) Members updates and reports since the last meeting
 - d) Report of District and County Councillors
5. The Wynn Pavelyn Award 2018 (Chair to report)
6. Thomas Withers Charity – nomination of trustee (Parish Clerk to report)
7. Appointment of Bankers (Parish Clerk to report)
8. Community Roadwatch Scheme (report of the Parish Clerk)
9. Touring Cinema (Parish Clerk to report)
10. To receive an update on planning authority decisions on previously considered applications (report enclosed)
11. To authorise payment of the following accounts:

Cheque	Payee & Detail	£
1130	Mr Derek Whiteway – Parish Clerk salary and expenses May-Jun 2018	535.17
1131	HMRC – PAYE deductions for January to June 2018	292.00
1132	Purchase of printer from Currys PC World (payable to the Parish Clerk)	133.99

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12. To consider date and time of next meeting (Clerk to Report)



Derek Whiteway

Parish Clerk

4th July 2018

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Lancaster

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PARISH OF OVER KELLET

Draft Minutes of the Meeting of the Parish Council held at the Wilson's Endowed School on Tuesday 12th June 2018 at 7.15pm.

Present: Councillor Mr N Ward - Chair
Councillor Mr G Agnew
Councillor Mrs R Lauder
Councillor Mr M May
City Councillor Mr R Mace
Mr D Whiteway (Parish Clerk)

In attendance: Nine members of the public

1 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Mr S Atkins and County Councillor Mrs Phillippa Williamson

2 MINUTES:

It was **RESOLVED** that the Minutes of the meeting held on **Tuesday 10th April 2018** be approved and signed.

Matters Arising: Councillor May queried progress on an item raised at the meeting on 13th March 2018 regarding drainage issues affecting the footpath to the rear of properties on Leapers View.

ACTION: The Clerk to investigate and pick up on any further action necessary.

3 DECLARATIONS OF INTEREST:

Councillors Agnew, Lauder and May declared an interest in item 10 relating to the Village Hall and Garage facilities.

4 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

The following reports and matters were raised and discussed:

- (1) A query was raised regarding previous plans for young offenders to paint kissing gates within the Parish. **ACTION:** the Clerk to investigate the position on this item
- (2) The Clerk reported on a request for a review of gritting boxes received from County Councillor Phillippa Williamson. Councillor Agnew had completed his review and drafted a response. There were no significant issues arising.
- (3) The Clerk gave a verbal report, received from Councillor Atkins, on the Lengthsman's activities, a major issue being about loose stone setts at the north point of the village green. **ACTION:** The Clerk to look into action required to remedy this problem.
- (4) Councillor Agnew reported on his attendance at a recent meeting of LALC, which had focused on planning matters. In particular there were messages regarding the time taken in producing, and issues over funding of, Neighbourhood Plans in other parishes. The general consensus was that Over Kellet's approach, to concentrate on a Parish Plan remained the appropriate way forward.
- (5) The Chair reported that there had been no complaints received about activity at the quarries since the last meeting.
- (6) The Chair reminded those present that a litter-pick was arranged for the coming Saturday, 16th June 2018, at 10.00am, meeting on the village green

- (7) B4RN. The Chair reported that further work was scheduled for the week commencing 25th June 2018 and that some disruption was likely in the Greenways and Craggs Hill areas.
- (8) Top Green. The Chair reported that complaints had been received from some residents about unauthorised notices being erected on the Top Green. The circumstances and issues surrounding the signs, and the Council's established policy were discussed. **ACTION:** the Clerk to write to the residents responsible for the signs, to resolve the issue.
- (9) A resident reported that 'no cycling' signs in the alley to Church Bank had again been damaged. **ACTION:** that the damaged signs be referred to the Lengthsman.
- (10) The Chair raised a question over arrangements to replace batteries in the SplID. **ACTION:** Councillor Agnew to liaise with the Lengthsman on this matter.

5 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017/18

The Clerk introduced his report into the drafting of the Annual Governance and Accountability Return (AGAR) for 2017/18, referring in turn to the following elements of the Return:

- (1) The Internal Auditor's report for 2017/18 had concluded that the Council was complying with all areas set out in the required statement.
- (2) Issues raised by the external auditor in 2016/17 concerning the exercise of public rights and the asset register had been resolved during the year and the Governance Statement for 2017/18 could now signify compliance with all requirements. It was resolved that the Governance Statement be approved.
- (3) The Clerk then introduced the Annual Statement of Accounts 2017/18 with an accompanying bank reconciliation statement and schedule of significant variances from the previous year.
- (4) The Clerk proposed that the period for public inspection be set as being from Monday, 18th June to Friday, 27th July 2018.

RESOLVED:

- (1) the Annual Internal Audit Report 2017/18 is noted and accepted.
- (2) Section 1 of the AGAR – the Annual Governance Statement 2017/18, is approved.
- (3) Section 2 of the AGAR – Accounting Statements 2017/18, is approved.
- (4) the period for the exercise of public rights to inspect the accounts is set as Monday 18th June to Friday 27th July 2018.

6 PLANNING APPLICATIONS:

Application No:	Description
18/00529/OUT	Outline application for up to 43 dwellings (C3) with associated access, land opposite Craggs Hill, Kirkby Lonsdale Road, Over Kellet.

The Chair introduced this item, referring to comments made by the Parish Council on an earlier outline planning application on this same piece of land. Councillors and members of the public discussed at length and commented on the application, in particular referring to concerns in the following matters:

- a) Drainage
- b) Access and road safety
- c) Proximity to a working farm

It was then **RESOLVED** that a consultation response be sent by the Clerk to the Planning Development Management team, setting out all the points covered. A copy of the response, submitted on Wednesday, 13th June 2018, can be viewed at

<http://planningdocs.lancaster.gov.uk/NorthgatePublicDocs/00919258.pdf>

Application No:	Description
18/00700/FUL	Erection of an agricultural barn for storage of animal feed and machinery and creation of a new access and access road. Agricultural Grazing Land, Kirkby Lonsdale Road, Arkholme

Notification of this application and invitation to comment had been received by the Clerk on 8th June 2018. It was noted that the application was an amended submission of a previous application (17/01351/FUL) and that it had largely met the concerns over the positioning and shielding of the structure that had been raised by the Parish Council at that time.

It was felt, however, that despite the proposed structure being significantly smaller than in the original application, there remained a general concern at the number of buildings being constructed by different owners of small parcels of land along this stretch of the Kirkby Lonsdale road, thereby detracting from the previously attractive open countryside. It was also of concern that with the relaxation of the planning rules a number of former agricultural buildings in the area were now being converted into residential property.

It was **RESOLVED** that a consultation response be sent by the Clerk to the Planning Development Management team, referring to these concerns.

7 PLANNING DECISIONS:

It was **RESOLVED** that the latest position on planning applications, as set out in the schedule, be noted

8 PAYMENT OF ACCOUNTS:

Cheque	Payee & Detail	£
1124	BHIB Councils – Insurance renewal 2018/19	484.87
1125	Tech-hub – G-Suite setup and annual licence	75.00
	Tech-hub – overkelletpc.org domain name registration 2018	16.20
1126	Mrs D Allen – Internal Audit services	60.00
1127	Bay Typesetters – Parish Plan Survey forms	95.00
1128	Mr R Bailey – Clerk's Fee and Expenses May 2018	112.08
1129	Over Kellet Village Hall – Room Hire 15 th May 2018	21.00

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

9 COMMUNITY SPEEDWATCH SCHEME:

A discussion was held on the merits of operating a Police-sponsored scheme on the lines of that currently being run in Nether Kellet. It was felt that more information was required on details of the scheme, including: the number of volunteers required; frequency of operation; training, equipment and other costs; and the outcomes that could be achieved. It was agreed that this information should be compiled into an article for the September issue of OK View to inform residents and seek their views on a scheme.

During discussion, the operation of the Speed Indicator Device (SpID) was raised, in particular the need to refresh the battery power. It was agreed that the Clerk would research the options for installing a solar power source.

RESOLVED: that the Clerk will:

- (1) compile a report for discussion at the July meeting and then inclusion in the September issue of the OK View; and
- (2) research and report back to the July meeting of the Council on the options for installing a solar power source for the SpID.

10 VILLAGE HALL AND GARAGE FACILITIES

The Chair reported on information obtained from both the OK Village Hall and the Wilson's Endowed School on the charges made for the Parish Council's use of their facilities. A key consideration was that the Council needed a storage facility for its mower and the new marquee. The Village Hall was able to offer suitable storage if the Council opted to use the Hall for its meetings. Following discussion of the costs and options available it was agreed that the Council should accept the Village Hall's offer with effect from September 2018.

It was **RESOLVED** that the Clerk would:

- (1) Confirm arrangements with the Village Hall for use of the facilities offered from September 2018; and
- (2) Inform the Wilson's Endowed School of the Council's decision and thank them for their services in the past.

11 CONTRACTORS WORK ON THE VILLAGE GREEN

The Chair provided a verbal update on measures taken to remedy damage to the village green. Following contact with the contractors, some improvements had been made but the recent dry weather conditions had not been helpful in completing the recovery.

ACTION: the Chair to contact the contractors again with a view to securing full remediation of the damaged areas.

12 PARISH PLAN:

The Clerk reported that there had been a slow response to the survey forms issued at the beginning of June, with around 20 responses received at the time of the meeting. It was agreed that a further appeal for responses would be made in the July issue of OK View and that the deadline for responses should be extended by a couple of weeks.

ACTION: the Chair to include an item in the July issue of OK View appealing for further responses to the survey.

13 GENERAL DATA PROTECTION REGULATIONS (GDPR) - UPDATE:

The Clerk gave a brief verbal update, confirming that a Government amendment had now exempted Parish Councils from having to appoint a Data Protection Officer. The Clerk was pursuing an action plan to audit the Council's data protection (DP) and information governance (IG) arrangements.

ACTION: the Clerk to report back on the results of his DP and IG audit and any measures needed.

14 DATE & TIME OF NEXT MEETING:

The next meeting of the Parish Council will be held on Tuesday, 10th July 2018 commencing at 7.15pm at the Wilson's Endowed C of E Primary School.

The meeting closed at 8:50pm

.....Clerk of the Council

.....Chair Date:

Over Kellet Parish Council

Meeting Date: 10th July 2018

Agenda Item:

8

Report of: The Parish Clerk

Community Road Watch Scheme

1. Introduction

Community Road Watch (or 'Speed Watch') Schemes are part of a national Police-sponsored initiative to involve residents in traffic management in their localities. Community Road Watch involves the police working together with local communities at sites where people are worried about road safety. Volunteers are trained by the police and work with local officers to address various driving issues including: drivers exceeding the speed limit, use of mobile phones and drivers and passengers not wearing seat belts and/or child restraints. The team monitors and records driver behaviour so that action can then be taken. This might include warning letters or police visits to motorists and ultimately, prosecutions.

In compiling this report, I have spoken to Paul Shepherd, PCSO with the Carnforth & Upper Lune Valley Neighbourhood Policing Team to ascertain how the scheme works in this area. I have also attached a sample Lancashire Constabulary 'job description' for a 'Community Road Watch Volunteer' from the central Lancashire area.

2. Community Roadwatch Locally

PCSO Shepherd confirmed that there are currently two volunteers from Nether Kellet enrolled in the scheme and he has offered to put me in contact with them. He indicated that arrangements in this vicinity had initially been established by Cumbria Constabulary and suggested that the Nether Kellet volunteers may be the only ones currently engaged.

PCSO Shepherd indicated that the following were the main features of the scheme:

General

- The scheme is not designed to be specific to individual parishes or communities. As indicated in the attachment, volunteers will be expected to operate at other locations. PCSO Shepherd cited Silverdale and Warton as recent examples of communities having expressed concerns over speeding.
- Apart from travelling to training, there are no apparent financial costs to either an individual volunteer or to the community/Parish Council.

Training and implementation

- Volunteers must be prepared to be vetted to security level 3, due to their need to operate Police computer systems.
- Training may require attendance out of the area, e.g. at Lancashire HQ at Hutton

Operations

- Operational locations must have been approved and fully risk assessed by the Police.
- The Police (probably a PCSO) will always be in attendance.
- Equipment and clothing is supplied by the Police.
- Volunteers engaged on an exercise will be expected to attend the Police Station to enter the details of any results and produce/send any warning letters.
- Operations will not usually be arranged to a fixed schedule as Police attendance may not always be predictable or possible

Outcomes

- As set out in the attachment, the initiative seeks to detect not only speeding but also identify offences of failing to wear a seat belt / child restraint and using a mobile phone whilst driving.
- Outcomes can range from warning letters to police visits and, in extreme cases, prosecution.
- The action taken can depend on other Police activity in the area so that there is consistency in the enforcement regime.

3. Conclusions

Anecdotally, the experiences and outcomes from the Nether Kellet volunteers so far seem to be positive and it is felt there may be some opportunities to 'join up' between the two villages.

From the information gathered to date, it appears that the Road Watch Scheme is still in its infancy locally. As far as the Over Kellet parish is concerned, the objectives of the scheme would seem a sensible extension to current measures taken to try and manage traffic through the village.

On a personal level, the level of training and support provided by the Police does appear to be substantial and for someone with the necessary interest, would present a rewarding opportunity to help the community. It is apparent that the scheme does expect a significant commitment by a prospective volunteer, not only in undergoing training and local operations, but also in terms of their commitment to engaging in operations beyond the local Parish.

4. Recommendations

That the Clerk develops this information into an article for inclusion in the September issue of Over Kellet View to inform residents and ascertain the level of interest in volunteering.

Police Support Volunteer

Opportunity:	Community Road Watch Volunteer
Frequency of Role:	Flexible
Location:	To cover Preston, Chorley, West Lancs, Ormskirk and Skelmersdale)
Responsible to:	Roads Policing Unit Sergeant
Role Purpose:	Assist in Community Road Watch Initiatives
Vetting level:	tbc

Tasks

- ☐ To work with Police Officers at identified sites in road safety initiatives.
- ☐ To maintain accurate records of work undertaken at the sites.
- ☐ To operate speed detection equipment to target offenders.
- ☐ To identify offences of failing to wear a seat belt / child restraint and using a mobile phone whilst driving.

Training

- ☐ Training on use of cameras will be provided.

Personal Qualities

- ☐ Knowledge / experience of working in a clerical role
- ☐ Ability to retrieve and gather factual information and to record this accurately
- ☐ Excellent communication and interpersonal skills
- ☐ Ability to work as part of a team

- ☐ Good organisational skills
- ☐ Respect for Race and Diversity
- ☐ Promote and comply with Lancashire Constabulary's policies on equal opportunities and health and safety both in the delivery of service and the treatment of others.

Community Road Watch

Community Road Watch involves police working together with local communities at sites where people are worried about road safety. Volunteers are trained by us and work with local officers to address various driving issues including: drivers exceeding the speed limit, use of mobile phones and drivers and passengers not wearing seat belts and/or child restraints. The team monitors and records driver behaviour so that action can then be taken. This might include warning letters or police visits to motorists and ultimately, prosecutions.

Declaration

I have read the above and confirm that I consider myself fit and able to perform all of the stipulated tasks.

Name of Volunteer: _____

Volunteer Signature: _____

Volunteer Co-ordinator: _____

Planning Application Comments & Decisions June/July 2018

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
17/01311/FUL: 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 - Parsons Field, Restarigg Farm, Kirkby Lonsdale Road	Objection, subsequently withdrawn following visit to the premises	Decided 22/06/18 - Permitted
18/00385/FUL - Creation of a vehicular access point, construction of an access track, alterations to existing boundary wall and construction of a new boundary wall - Mousekill Barn Kellet Road Over Kellet Carnforth Lancashire LA6 1BS	No representation	Decided 26/06/18 - Permitted
18/00420/LB - Listed building application for erection of a single storey side extension, installation of three rooflights to the rear roof, etc. Hall Farm Cottage Kellet Road	No representat	Decided 22/06/18 - Permitted
18/0069/TPO - Fell 1 x Horse Chestnut, Cragg House Kirkby Lonsdale Road		Decided 08/06/18 - Permitted
18/00493/FUL - Changing of land levels, erection of an agricultural building with slurry store below and a bulk feed bin, Hoggetts Lane Farm Kirkby Lonsdale Road		Application withdrawn
18/00509/LB - Listed building application to facilitate vehicular access application number 18/00385/FUL	No representation	Decided 26/06/18 - Permitted
18/00011/REF - APPEAL: Erection of 2 dwellings with associated landscaping and access – Land adjacent to the Eagles Head, Nether Kellet Road, Over Kellet	No further representation following appeal	Appeal in Progress
18/00529/OUT - Outline application for up to 43 dwellings (C3) with associated access, land opposite Craggs Hill, Kirkby Lonsdale Road, Over Kellet.	Objection lodged 13/06/18	Awaiting Decision
18/00700/FUL - Erection of an agricultural barn for storage of animal feed and machinery and creation of a new access and access road. Agricultural Grazing Land, Kirkby Lonsdale Road, Arkholme	Representation lodged 30/06/18	Awaiting Decision
18/00708/PAA - Prior approval for the change of use of an agricultural building to 2 residential dwellings, Swarthdale Barn, Swarthdale Road	Not consulted	Awaiting Decision