

**PARISH OF OVER KELLET**

**Draft Minutes of the Meeting of the Parish Council held at the  
Over Kellet Village Hall on Tuesday 11<sup>th</sup> December 2018 at 7.15pm.**

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

**In attendance:** Six members of the public

**1 APOLOGIES FOR ABSENCE:**

Apologies were received from County Councillor Mrs P Williamson and City Councillor Mr R Mace

**2 MINUTES:**

It was **RESOLVED** that the Minutes of the meeting held on **Tuesday 13<sup>h</sup> November 2018** be approved and signed.

**Matters Arising:**

**Min 2 (2(4(8)) Panorama Sign for Bay Croft.** Councillor Agnew reported that he hoped the plaque would be available for the next meeting on 8<sup>th</sup> January 2019.

**Min 4(8) Xmas Tree** The Chair reported that the tree had been delivered on time and erected on Saturday, 8<sup>th</sup> December. The tree will be in place until dismantling on 5<sup>th</sup> January 2019. The subsequent carol singing had been attended by around 80 people. **ACTION:** The Clerk to write, expressing thanks to volunteers who assisted with erecting the tree.

**Min 5 A Plaque for Goosegate** Councillor Atkins reported that it seemed certain that he own the length of wall identified as a possible site for a plaque, and he was happy to give permission. Councillor May advised that he had not yet managed to consult the City Council's Conservation Team on the proposals.

**Other: SpID** The Chair referred to Malcolm Walker's kind offer of assistance with changing batteries on the Kirkby Lonsdale Road SpID. **ACTION:** The Clerk to write to Mr Walker, thanking him for his offer and continued efforts with then SpID.

**3 DECLARATIONS OF INTEREST:**

No declarations were made.

**4 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:**

**REPORTS FROM MEMBERS OF THE PUBLIC:**

(1) **Footpath at the rear of Leapers View.** A resident reported that a previously identified drain from a property on Leapers View had recently been issuing a large amount of water on to the path. **ACTION:** The Clerk to write again to the householders concerned asking that they take action to remedy the situation.

A resident also commented that, following the trimming of vegetation along this path, there was a gap in the hedgerow leading on to a steep drop down to the electricity sub-station. The resident expressed concerns about the safety of public and pets using the path and suggested that fencing might be installed. **ACTION:** Councillor Atkins to report these

issues to the Lengthsman and ask him to assess risks in the area and recommend any action felt necessary.

- (2) **Damaged wall at 'The Narrows'**. A resident commented on an ongoing situation concerning a damaged roadside wall on the entrance to the village at 'The Narrows', and concerns that further debris would fall onto the highway. Following discussion it was agreed that this issue appeared to be a stalemate between the landowner and County Highways and that there was little the Parish Council could contribute at this time.

#### CLERK'S REPORT:

- (3) **Painting of kissing gates.** The Chairman and Clerk had met with the Community Payback team leader at Sodexo, and plans were in place for the kissing gates to be painted in Spring 2019. **ACTION:** The Clerk to liaise with Sodexo to make appropriate arrangements in the Spring.
- (4) **Kellet Road Hedgerow.** Both the Clerk and County Highways had written to the landowner requesting that the hedgerows be trimmed and verges tidied. A response and/or action was awaited.
- (5) **Road Watch.** Three village volunteers along with the Clerk and volunteers from Warton had been invited to a briefing at Morecambe Police Station on Saturday, 15<sup>th</sup> December. **ACTION:** The Clerk to report back on the briefing and matters arising.
- (6) **New Website.** The new Parish Council website was now set up but under development. The Clerk was due to attend training in its maintenance on Thursday, 13<sup>th</sup> December and the launch was expected before the end of the year. Address: [www.overkelletpc.org](http://www.overkelletpc.org)

#### MEMBERS' REPORTS:

- (7) **LALC.** Councillor Agnew reported on a recent meeting at which highways issues were prominent, with County Highways offering to come to meetings to speak to Parish Councils. The other main theme was that Neighbourhood Plans appeared to be progressing very slowly.
- (8) **Quarries:** The Chair reported that there had been one complaint about blasting since the last meeting, which had been well within limits.
- (9) **Village Hall.** Nothing to report
- (10) **B4RN:** The Chair reported that the installation had now reached the bottom of Bay View but next stages were hindered by a lack of landowner permission to extend towards Woodlands View. The next B4RN Working Party was scheduled for 12<sup>th</sup> January 2019, likely to be in the Winder Garth area.
- (11) **Lengthsman:** Nothing to report.

#### CITY AND COUNTY COUNCILLORS' REPORTS:

- (12) **None received**

## 5 BUDGET AND PRECEPT 2019/20

The Clerk presented a report setting out the results and conclusions from a budget review. Following discussions, it was agreed that the conclusions and recommendations in the Clerk's report should be accepted in principle, for confirmation at the next meeting in January 2019.

The main elements in the recommendations were:

- a) The Precept be set at £8,100, being the same level as 2018/19;
- b) A target level of general reserves of £8,000 should be established;
- c) That released reserve funds in the region of £4,500 plus £5,000 in the Wind Turbine Reserve be earmarked to support initiatives in line with the newly adopted Parish Plan.

**RESOLVED:** That the recommendations set out in the Clerk's report be accepted in principle, subject to review and confirmation at the January meeting of the Parish Council.

## **6 PARISH PLAN**

On behalf of the Parish Plan Working Group, the Chair thanked everyone involved in developing and publishing the new Plan. The Chair then formally presented the Plan to the Parish Council for consideration and recommended its approval. This was accepted unanimously. **ACTION:** The Clerk to write to all non-Council members of the Group thanking them for their work and input.

A discussion was held on next steps and initiatives to take forward the priorities in the Parish Plan. The priorities identified, for further work at this stage were:

- a) Maintaining funds to enable work associated with preserving the character of the village.
- b) Traffic management: Consideration of initiatives, including the acquisition of a second Speed Indication Device (SpID) and introduction of traffic calming measures, including gate posts at the various approaches to the village. **ACTION:** The Clerk to develop options and obtain initial estimates for further consideration by the Council.
- c) Footpaths: It was not felt that particular initiative was required at this point, but that issues should be managed as they arise.
- d) The Dub: An early meeting should be arranged with the Lancashire Wildlife Trust (LWT) to consider action to improve the appearance of The Dub whilst preserving its status as a wildlife habitat. It was also suggested that the Parish Council should seek to establish a register of biological heritage and other special interest sites in the Parish. **ACTION:** The Clerk to liaise with Councillor May in arranging a meeting with LWT. The Clerk to commence work on establishing a register of 'special sites'.

## **7 INFORMATION MANAGEMENT POLICIES**

The Clerk presented a report covering proposals to adopt the following policies and statements:

- Information Management and Data Protection Policy;
- Privacy Statement;
- Publication Scheme;
- Complaints Procedure and Complaints Form.

**RESOLVED:** Following discussion, it was resolved that the draft documents be approved and adopted, subject to some minor amendments.

## **8 NEW PLANNING CONSULTATIONS:**

The following planning applications were considered. It was resolved to comment only on those cases where indicated:

Application No:	Description
18/0195/TPO	Crownlift and pruning along fenceline. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray.
Application No:	Description
18/01355/FUL	Change of use of holiday cottage to site managers accommodation, erection of a two-storey side extension and erection of single storey extensions to the front and rear of the café. Clear Water Bistro and Bar and Holiday Cottage, Clear Water Fisheries, Kellet Lane

**9 FREEDOM OF INFORMATION (FOI) REQUESTS**

Councillor May reported on information received about the possibility of further applications to expand chicken farms in the locality. Given the recently lodged request for an environmental screening opinion near Swarthdale (but outside the Parish boundary) and this new information, Councillor May proposed that an FOI request be submitted to the City Council asking for details of any pre-application advice supplied on such proposals.

Following discussion, it was agreed to contact the City Council about this matter before submitting any formal FOI requests.

**ACTION:** The Clerk to contact the City Council’s Development Management team to discuss these concerns and the provision of information on any potential applications.

**10 PLANNING APPLICATION DECISIONS UPDATE:**

The Clerk presented an update on planning decisions, which was noted.

**11 PAYMENT OF ACCOUNTS:**

Payee & Detail	£
Mr Derek Whiteway – Parish Clerk salary and expenses, Nov 2018	186.62
HMRC – PAYE deductions for Oct 2018	42.60
Village Hall Committee – hire of hall, 09/10/18	14.00
Councillor Nick Ward – Expenses re Remembrance Sunday and Christmas Tree	21.76

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

**12 DATE & TIME OF NEXT MEETING:**

The next meeting of the Parish Council will be held on Tuesday, 8<sup>th</sup> January 2019, commencing at 7.15pm at the Over Kellet Village Hall.

The meeting closed at 8:40pm

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Clerk of the Council

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Chair

Date: .....

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