

**Parish Council Meeting to be held on Tuesday 8<sup>th</sup> January 2019  
at the Over Kellet Village Hall, 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 11th December 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 the last meeting
- c. Members updates and reports since the last meeting, including:

1) LALC	2) Quarries	3) Village Hall
4) B4RN	5) Lengthsman	6) Other matters

- d. Report of District and County Councillors

5. **Wilson's Endowed CE School – Updated Vision.** To consider and comment on the School’s recently updated Christian Vision (copy attached).
6. **Budget and precept 2019/20.** To approve budget proposals for 2019/20 and set the Precept (Clerk’s report attached).
7. **Parish Plan.** To consider next steps in implementing the Parish Plan.
8. **Parish Council Elections.** To consider arrangements for elections in May 2019.
9. **Annual Meeting 2019.** To consider arrangements for the Parish Council annual meeting in May 2019.
10. To consider and comment on new **planning applications** received since the last meeting, as set out below (details previously circulated):

<b>Application No:</b>	<b>Description</b>
None received to date	

11. To receive an update on **planning authority decisions** on previously considered applications (report attached).

12. To authorise payment of the following **accounts**:

<b>Payee &amp; Detail</b>	<b>£</b>
Mr Derek Whiteway – Parish Clerk salary and expenses, Dec 2018	139.69
HMRC – PAYE deductions for Dec 2018	35.00
Village Hall Committee – hire of hall, 11/12/18	14.00
Bay Typesetters – printing of Parish Plan booklets	200.00
Tech-Hub – 12 months G-Suite licence	48.00

13. To consider **date and time of next meeting**.



**Derek Whiteway**  
**Parish Clerk**  
**2<sup>nd</sup> January 2019**

**Tel: 07805 260976**

**Email: [clerk@overkelletpc.org](mailto:clerk@overkelletpc.org)**

## 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 Nov 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

..... Clerk of the Council

..... Chair Date: .....

## Agenda Item: 5

# Wilson's Endowed CE School, Over Kellet

## School's Updated Christian Vision

(Report for St Cuthbert's PCC)

In summer 2018, building on an established vision of 'Listen, Learn and Share with God' the school community came together to revisit the vision.

A strong sense of Christian purpose for our school community is now articulated in the vision :

***In knowing God, we grow as He intended.***

***We show His love for others as we go through school and life with Christ by our side***

Three words were drawn from this to create a mission statement strapline. This encapsulates the wider vision making it easily accessible for all :

***Know, Grow, Show***

It is of the utmost importance to the school community knowing that in all that we do we have our Lord and Saviour, Jesus Christ is beside us at all times to support and guide us. As a result the vision grew from a verse from Paul's letter to the Philippians :

***'I can do all this through Christ who gives me strength' (Philippians 4 v 13)***

This Christian vision is rooted in the desire to nurture all within the school community, flourishing both now and in the future. Before commencing on re-visioning all staff and governors reflected on how to move forwards. This included reading key current documents to inform the vision. These included :

- Church of England Vision for Education : Deeply Christian, Serving the Common Good
- New SIAMS inspection Framework
- Valuing All God's Children 2

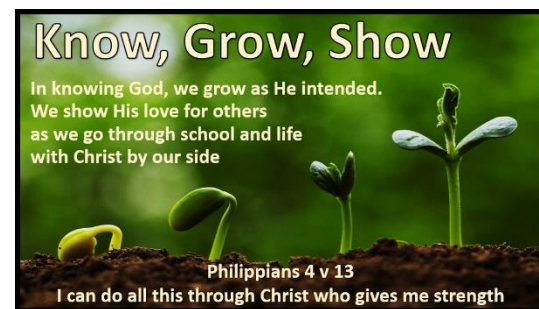
The vision permeates all aspects of school life. The school community is conversant with the different elements ie mission statement, vision and theological roots.

After considerable consultation, the new vision was launched in September 2018. It has been quickly embedded across the school through the following ways :

- Posters in every room in the school
- Depicted on large screen at the beginning and end of every worship
- Part of front page of the school website and as a footer on every email
- Across the top of the school's weekly newsletter 'Yellow Pages'
- Paragraph in the Over Kellet View
- PHSE lesson time was used to explore the vision with children
- Its impact is discussed regularly at staff meetings. It is a standing agenda item for governor meetings and school council meetings and ethos group meetings.

Frequent references to Jesus being with us at all times, underpinned by Christian values, ensure that the whole school community lives the vision. As part of the re-visioning process the school's existing Christian values were reviewed. There was unanimous agreement in keeping the current twelve values. It was felt that these Christian values provided the school community a toolkit to support the vision.

J. Williams (headteacher) 11<sup>th</sup> October 2018



## Agenda Item: 6

# Budget and Precept 2019/20

## Report of The Parish Clerk

### 1. Background

At its meeting on 11<sup>th</sup> December 2018, the Parish Council considered a budget report prepared by the Parish Clerk. The Council 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”. These recommendations were that:

- d) The Precept be set at £8,100, being the same level as 2018/19;
- e) A target level of general reserves of £8,000 should be established;
- f) 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.

### 2. Budget Review Update

Since the December meeting, the budget projections have been updated to take account of a small number of changes and the revised statement is attached. None of the changes have been so significant as to alter the overall position and funding needs.

### 3. Conclusions

Given that there have been no significant budget changes identified, the Parish Clerk’s conclusions and recommendations remain the same as those reported in December 2018.

### 4. Recommendations

- a) That the draft budget is approved.
- b) That a precept of £8,100 is approved and notified to Lancaster City Council.
- c) That a target level of general reserve of £8,000 is endorsed and the balance of existing reserves is earmarked to support initiatives associated with the newly adopted Parish Plan.
- d) That funds held within the Wind Turbine reserve are earmarked to support initiatives associated with the newly adopted Parish Plan.
- e) That, taking account of c) and d) above, the Parish Council develops proposals to promote and implement priorities in the Parish Plan.



**OVER KELLET PARISH COUNCIL**
**BUDGET REQUIREMENT - 2019/20**

Draft v 0.09 03-Jan-2019

A. Budget Calculations	2017/18 Actual	2018/19			2019/20 Estimate
		To Date	Nov-Mar	Forecast	
<b>Opening Bank Balance</b>	<b>12,783</b>	<b>16,973</b>		<b>16,973</b>	<b>19,570</b>
<b>Receipts</b>					
Allotment Annual Rent	40	-	40	40	40
Wind Turbine Grant	1,062	1,097	-	1,097	1,100
Transparency Fund Grant	695	-	-	-	-
PRoW Local Delivery Grant	250	250	-	250	250
Miscellaneous Receipts	30	-	-	-	-
Neighbourhood Watch Donation	-	113	-	113	-
VAT Reclaim - Emergency Plan Payments	-	143	-	143	-
VAT Reclaim - General	-	67	-	67	-
<b>Total Receipts</b>	<b>2,077</b>	<b>1,670</b>	<b>40</b>	<b>1,710</b>	<b>1,390</b>
<b>Payments</b>					
<b>Recurring Expenses</b>					
Clerk's Salary (incl PAYE)	2,170	1,619	1,068	2,687	2,630
Clerk's Expenses	691	172	131	303	355
Lengthsman Scheme	2,468	1,494	-	1,494	2,912
Insurance	546	485	-	485	500
Grounds Maintenance - St Cuthberts	540	-	540	540	540
OK View - Annual Contribution	500	-	350	350	350
Twinning Association - Annual Contribution	50	-	50	50	50
Audit Fees - External Audit	120	-	-	-	-
Audit Fees - Internal Audit	-	60	-	60	65
IT Expenses (Transparency Fund)	-	91	160	251	150
Emergency Plan Expenses	1,092	19	-	19	-
Councillors' Expenses	30	-	30	30	50
Hire of Venue	285	35	135	170	200
Rent of Bus Shelter	10	-	10	10	10
Xmas Tree Electricity	6	-	10	10	10
Repairs & Maintenance	52	-	100	100	50
Subscriptions	60	-	60	60	60
Remembrance Wreath	20	-	45	45	45
Miscellaneous Expenses	31	22	28	50	50
<b>Sub-Total</b>	<b>8,671</b>	<b>3,997</b>	<b>2,717</b>	<b>6,714</b>	<b>8,027</b>
<b>Non-Recurring Expenses</b>					
Asset - New Shelter	533	-	-	-	-
Parish Plan - Printing and Survey Hosting	-	165	200	365	-
Asset - Printer	-	134	-	134	-
Election costs	-	-	-	-	120
?? 2018/19 Projects			-	-	-
?? 2019/20 Projects			-	-	-
<b>Sub-Total</b>	<b>533</b>	<b>299</b>	<b>200</b>	<b>499</b>	<b>120</b>
<b>Total Payments</b>	<b>9,204</b>	<b>4,296</b>	<b>2,917</b>	<b>7,213</b>	<b>8,147</b>
<b>Net Receipts/Payments</b>	- 7,127			- 5,503	- 6,757
Precept	8,100	8,100	-	8,100	8,100
<b>Annual Surplus/Deficit</b>	<b>973</b>			<b>2,597</b>	<b>1,343</b>
<b>Closing Bank Balance</b>	<b>16,973</b>			<b>19,570</b>	<b>20,913</b>

B. Parish Council Tax Calculation	2018/19 Actual	2019/20 Proposed
Precept	8,100	8,100
Parish Tax Base	342.71	353.20
Parish Tax Rate per Band D Property (Annual)	23.64	22.93
Parish Tax per £1,000 Precept (Annual)	2.92	2.83

C. Reserve Balances	31/03/2018 Actual			31/03/2019 Forecast	31/03/2020 Estimate
General Reserve	11,025			12,499	12,852
Allotments Reserve	120			160	200
Emergency Plan Reserve	616			853	853
Transparency Reserve	695			444	294
Gala Reserve	420			420	420
Wind Turbine Reserve	4,097			5,194	6,294
<b>Total</b>	<b>16,973</b>			<b>19,570</b>	<b>20,913</b>

## Agenda Item: 11

### Planning Application Comments & Decisions

#### Update for December 2018/January 2019

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>18/00983/FUL</b> - Erection of caravan reception/office building with warden accommodation with associated car parking. Old Hall Caravan Park, Capernwray Road, Capernwray.	No comments submitted	<b>Awaiting Decision</b>
<b>18/01207/FUL</b> - Full application for the erection of 2 detached dwellings with associated regrading of land, access, landscaping and construction of a new retaining wall and footpath. Development Land - Plot 1 And 2 Kirkby Lonsdale Road.	Consultation response submitted commenting on the need to protect the public right of way.	<b>Awaiting Decision</b>
<b>18/01342/FUL</b> - Change of use of agricultural land into caravan sales area, including laying of hardstanding, alterations to land levels and erection of retaining walls. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray.	Comments submitted expressing opposition to the application on the grounds that it represents an expansion into a new area of currently agricultural land. The council's view is that the limit has been reached on the number of temporary accommodation spaces sustainable in the Parish. Furthermore, the proposed site is in full view from public roads, thereby presenting a detriment to the visual amenity of the area.	<b>Decided – Application Refused</b>
<b>18/0195/TPO</b> - Crownlift and pruning along fenceline. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray.	No comments submitted	<b>Decided – Application Permitted</b>
<b>18/01355/FUL</b> - 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	No comments submitted	<b>Awaiting Decision</b>

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<p><b>18/01429/FUL</b> - Erection of a two-storey side extension to form a store at lower ground level, with garage at ground floor level, erection of a single storey front extension, installation of external staircase and decking to the rear, construction of a first floor balcony to the rear. Westerdale, Moor Close Lane, Over Kellet</p>	<p>No comments submitted</p>	<p><b>Decided – Application Permitted</b></p>