

**Parish Council Meeting to be held on Tuesday 9<sup>th</sup> July 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 Annual Meeting held on Tuesday 11<sup>th</sup> June 2019** (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. **Wyn Pavelyn Award 2019.** To consider arrangements for judging and presenting the award.
6. **Parish Plan.** To receive an update on measures taken to implement the Parish Plan.
7. To consider and comment on new **planning applications** received since the last meeting, as set out below (details previously circulated):

Application No:	Description
19/00602/FUL	Construction of a canal mooring, creation of an associated car park and alterations to existing access. Kellet Lane Bridge, Kellet Lane, Over Kellet. <b>Deadline for comments 5<sup>th</sup> July 2019</b>
19/00545/HYB	Hybrid application comprising a full application for proposed alterations to land levels and associated access, and outline application for up to 8,400sqm of employment floor space (Use Classes B1(c), B2 and B8) with associated access. Land North of Kellet Road, Over Kellet. <b>Deadline for comments extended to 18<sup>th</sup> July 2019</b>
19/00769/EIR	Screening Opinion for a hybrid application comprising a full application for proposed alterations to land levels and associated access, and outline application for up to 8,400sqm of employment floor space (Use Classes B1(c), B2 and B8) with associated access. Land North of Kellet Road, Over Kellet. Not open for consultation.

19/00595/FUL	Erection of a 2 storey front/side extension incorporating a Juliet balcony to the rear, erection of a single storey rear extension, creation of a terraced area to the side and alterations to existing vehicular access. Green Pastures, Capernwray Road, Capernwray. <b>Deadline for comments 23<sup>rd</sup> July 2019</b>
19/00753/OUT	Outline application for the erection of two dwellings and associated access. Field Adjacent to Woodlands View, Over Kellet. <b>Deadline for comments 23<sup>rd</sup> July 2019</b>

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

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

Payee & Detail	£
Village Hall Committee – Hire of Hall, 11/06/19	14.00
Derek Whiteway, Parish Clerk Salary and Expenses, May 2019	210.97
HMRC – PAYE May 2019	50.20

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

*Derek Whiteway*

**Derek Whiteway**  
**Parish Clerk**  
**3<sup>rd</sup> July 2019**

**Tel: 07805 260976**

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**PARISH OF OVER KELLET**  
**Draft Minutes of the Annual Meeting of the Parish Council held at the**  
**Over Kellet Village Hall on Tuesday 11<sup>th</sup> June 2019 at 7.15pm.**

**Present:** Councillor Mr G Agnew – Chairman  
Councillor Mr M May  
Councillor Miss J Metcalfe  
City Councillor Michael Mumford  
Mr D Whiteway (Parish Clerk)

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

**19/27 APOLOGIES FOR ABSENCE:**

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

**19/28 MINUTES OF THE MEETING HELD ON TUESDAY 14<sup>th</sup> MAY 2019**

It was **RESOLVED** that the Minutes of the last Meeting of the Parish Council, held on **Tuesday 14<sup>th</sup> May 2019** be approved and signed.

**Matters Arising:**

- a) **Min 19/21(a) Makeshift parking area, Bay Croft adj 1 Longtons Cottages.** No further developments since the last meeting.
- b) **Min 19/21(b) Collapsed wall and sealed post box, Kirkby Lonsdale Road.** No further developments since the last meeting.
- c) **Min 19/21(f) Eagle's Head Car Parking.** The Clerk had written to the pub owners about the safety concerns raised over parking arrangements in front of the pub. It was noted that changes had recently been made, with planter tubs being replaced on the roadside, preventing vehicles from parking on the forecourt.
- d) **Min 19/22(2) Painting of the Kissing Gates.** Painting of 6 gates had been completed in w/e 24<sup>th</sup> May. Unfortunately, one gate, on the path between Greenways and the Chapel, had been missed. The Community Payback team were planning to return to paint this gate on Friday, 14<sup>th</sup> June.
- e) **Min 19/22(3) Parish Council Mower Storage.** The Clerk had written to the Galloway family expressing the Parish Council's gratitude for their storage of the mower over the past years.

**19/29 DECLARATIONS OF INTEREST:**

No changes to Councillors' declarations of interest were reported.

**19/30 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:  
REPORTS FROM MEMBERS OF THE PUBLIC:**

- (1) A resident reported concerns over a lack of response by Lancaster City Council Planning Service to an issue raised on behalf of several residents regarding the proposed removal of screening trees from a neighbouring property. **Action:** The resident was asked to forward the correspondence for the Parish Clerk to follow up with the City Council Planners.

**CLERK'S REPORT:**

- (2) **PRoW Diversion - Consultation**

A consultation request had been received from Lancashire County Council regarding the proposed diversion of a footpath by the owner of 'the former chicken sheds' on Cockle Hill. County Councillor Williamson had offered her support in making a

response. It was agreed that views previously expressed by the Parish Council in response to associated planning applications should be reiterated to the County Council. These include concerns over the gradient of the proposed path in some places and the status of the proposed route, which is not currently a designated Public Right of Way (PRoW). **Action:** The Clerk to draft a consultation response, to be agreed with Parish Councillors before submission to the County Council.

(3) **Footpath conditions**

An email had been received from a resident commenting on the poor condition of the Top Green to Kirklands Rd footpath and suggesting that the Parish Council might wish to undertake a full footpath survey and seek remedy from the County Council where necessary. The resident had also suggested the installation of solar powered, PIR activated lamps along that particular footpath. **Action:** Councillor Metcalfe to ask the Lengthsman to produce an assessment of the condition of each of the 'surfaced' footpaths, with a view to requesting any required repairs from the County Council. Also, the Lengthsman's views to be sought on the feasibility of installing PIR activated lamps along the Kirklands Rd footpath.

Comments made by the resident regarding overgrown hedges on some footpaths had been referred to the Lengthsman by Councillor Metcalfe.

Councillors decided to take no action at this stage on a suggestion by the resident that the Parish Council advise residents to check the condition and safety of any walls on their property that bordered public areas.

(4) **District Horticultural Society (OKDHS)**

Emails had been received from the OKDHS making several offers and suggestions for the village, covering:

- The purchase of wildlife-friendly trees to be planted in suitable locations;
- Encouraging the proliferation of orchids and other wild flowers on the Village Green; and
- The installation of a plant display alongside the Millennium Stone on the Kellet Road entrance to the village.

Councillors welcomed and thanked the OKDHS for its offers and suggestions and discussed the feasibility of the ideas. **Action:** The Parish Clerk to: a) gratefully accept the OKDHS offer to install a plant display by the Millennium Stone; b) clarify regulations governing the use and maintenance of the Village Green; and c) consult Lancaster City Council and Church Bank residents on the potential for planting trees on the Church Bank open space.

(5) **Defibrillator Appeal**

An email had been received from an organisation known as 'London Hearts' seeking information on defibrillator provision in parishes and offering financial support for future acquisitions and training. **Action:** The Parish Clerk to make further tentative enquiries as to the service being offered. Also that previous training in the use of the defibrillators available in the village be revisited.

(6) **Rural Services Network**

An email had been received inviting views on rural transport provision to inform an academic study into 'the potential for rural mobility innovations to address rural needs'. **Action:** The Parish Clerk to investigate further and forward the email to Councillors.

(7) **Banking Arrangements**

Following the retirement of Councillor Nick Ward, the Parish Council needed to formally nominate another Councillor to act as a signatory to the bank account.

**RESOLVED:** that Councillor Mr Stephen Atkins be nominated as signatory to the bank account.

**MEMBERS' REPORTS:**

- (8) **LALC.** The Chairman had attended a recent meeting at which the main topics were roads and traffic. Most parishes appear to face similar issues and challenges to Over Kellet. It was suggested that further speed restrictions in the village (i.e. 20mph) might be resurrected and raised again with the County Council. **Action:** The Parish Clerk to contact County Councillor Phillippa Williamson to seek her help and advice on the potential for making renewed representations to the County Council on the introduction of a 20mph zone within the village.
- (9) **Quarries:** The Chairman reported that an offer had been made for a representative of Lancashire County Council and possibly Aggregate Industries (AI) to attend a future meeting of the Parish Council. **Action:** The Chairman and Parish Clerk to clarify the nature and timing of, and arrangements for, a presentation.
- (10) **Village Hall.** Nothing reported.
- (11) **B4RN:** A recent working party had concentrated on completing works on Woodlands View and some adjacent areas. The next working party would be on the area around the back of the village down towards the Post Office.
- (12) **Lengthsman:** Councillor Metcalfe thanked the Lengthsman for his work and support for her preparations for the Lancashire Best Kept Village Competition (LBKVC). With much independent work being done around the parish, the village was looking very tidy. Councillor Metcalfe would prepare a further article on the LBKVC for inclusion in the July edition of OK View.

Councillor Metcalfe reported that littering on the Kellet Road lay-by may be caused by the fact that the waste bin is now hidden by the overgrown hedgerow and has raised this matter with the Lengthsman.

**CITY AND COUNTY COUNCILLORS' REPORTS:**

- (13) City Councillor Michael Mumford reported on the following, from his first month in office:

**City Council Leadership.** The Labour, Green and Liberal Democrat groups had formed a 'co-operative alliance' to form the Council's Cabinet. Signs were that there was a commitment to greater openness between all groups. Councillor Erica Lewis (Labour) had been installed as the new Leader of the Council.

**Strategic Plans.** Meetings were being held for all Councillors to be briefed in and consulted on strategic plans.

**Planning.** Councillor Mumford had been appointed to the Planning Committee.

**Contact details.** Councillor Mumford had not yet been assigned an official email address.

- (14) County Councillor Williamson. No further reports were received.

### 19/31 MEMBERSHIP OF THE PARISH COUNCIL

Members considered an application made by Mr Derek Johnson to be co-opted as a Parish Councillor.

**RESOLVED:** that Mr Derek Johnson be co-opted as a Member of Over Kellet Parish Council.

### 19/32 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018/19

The Clerk introduced his report into the drafting of the Annual Governance and Accountability Return (AGAR) for 2018/19, referring in turn to the following elements of the Return:

- (1) The Internal Auditor's report for 2018/19 had concluded that the Council was complying with all areas set out in the required statement.
- (2) The Clerk advised that the Parish was claiming exemption from external audit. Arrangements are to be made to publish the required elements of the AGAR, including the Annual Governance Statement and Accounting Statements 2018/19.
- (3) The Clerk proposed that the period for public inspection be set as being from Monday, 17<sup>th</sup> June to Friday, 26<sup>th</sup> July 2018.

**RESOLVED:**

- (1) the Annual Internal Audit Report 2018/19 is noted and accepted.
- (2) Section 1 of the AGAR – the Annual Governance Statement 2018/19, is approved.
- (3) Section 2 of the AGAR – Accounting Statements 2018/19, is approved.
- (4) the period for the exercise of public rights to inspect the accounts is set as Monday 17<sup>th</sup> June to Friday 26<sup>th</sup> July 2019.

### 19/33 PARISH PLAN – UPDATE

- (1) **Village Gateways**  
County Highways had responded to the Clerk's letter, raising several observations and practical requirements regarding the siting, design and installation of the proposed gates. It was agreed that further consideration of the matters raised was required before plans could be progressed. **Action:** That Councillors, under the lead of the Chairman, review the plans and proposals considering the comments from County Highways.
- (2) **Village Hall Bus Shelter**  
Councillor Metcalfe reported that, in her preparations for the Best Kept Village Competition, she had spent some time tidying the shelter and queried the assessment that replacement was necessary. **Action:** Councillor Metcalfe is to hold further discussions with the Lengthsman about the condition of the shelter and the need for improvements/replacement.
- (3) **The Dub**  
No further update since the last meeting
- (4) **Speed Indication Devices (SpIDs)**  
The Clerk presented a schedule of quotations received for the purchase of a further, solar-powered, SpID. On the basis of both cost (£1,800 + delivery and VAT) and functionality, the Evolis unit offered by Elan City was a clear favourite. Feedback provided by the Warton Parish Clerk on their Evolis units was extremely positive. Siting of the new unit and the possibility of re-siting the existing one, were discussed.

**RESOLVED:** that the Clerk make necessary enquiries with County Highways regarding the future siting of both SpIDs and place an order with Elan City for a new unit.

#### 19/34 NEW PLANNING CONSULTATIONS

The following planning applications was considered. It was **RESOLVED** not to comment on any of these applications.

Application No:	Description
19/00616/FUL	Erection of a single storey rear extension. 10 Greenways, Over Kellet.
19/00636/CU	Change of use of land for the siting of 16 static caravans/lodges, creation of an amenity area, alterations to land levels and associated landscaping. McCarthy Caravan Parks, Castle View Caravan Park, Borwick Road.
19/00675/VCN	Outline application for 15 holiday homes (pursuant to the variation of condition 9 on planning permission 04/00877/OUT to allow ground clearance and investigations to be undertaken in advance of the submission of foul and surface water details). Capernwray Diving Centre, Jackdaw Quarry, Capernwray Road, Capernwray.
19/00690/FUL	Change of use of an existing storage building (B8) to a dwelling (C3), excavation of land, construction of bridge to east elevation, erection of detached garage and associated landscaping. Redwell Fisheries, Kirkby Lonsdale Road, Arkholme

#### 19/35 UPDATE ON PREVIOUS PLANNING APPLICATIONS

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

#### 19/36 PAYMENT OF ACCOUNTS

Payee & Detail	£
Village Hall Committee – Hire of Hall, 14/05/19	14.00
Derek Whiteway, Parish Clerk Salary and Expenses, May 2019	151.54
HMRC – PAYE May 2019	35.80
Dawn Allen – Internal Audit Services, 2018/19 Audit	60.00
Mrs Jane Ward – Reimbursement of gift vouchers to retiring Councillors	50.00

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

#### 19/37 DATE & TIME OF NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday, 9<sup>th</sup> July 2019, commencing at 7.15pm at the Over Kellet Village Hall.

#### 19/38 PARISH CLERK CONDITIONS OF EMPLOYMENT (public minutes)

This minute is exempt from publication under Paragraphs 1 and 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

**19/38 PARISH CLERK CONDITIONS OF EMPLOYMENT (Exempt minutes)**

Councillors considered a letter issued by the former Chairman, Councillor Nick Ward following a performance review meeting with the Parish Clerk on 9<sup>th</sup> May 2019. Councillor Ward had made recommendations to vary the Parish Clerk's conditions of employment.

**RESOLVED:** 1) That the Parish Clerk's contracted hours be increased to 20 per month (from 18 per month), with the proviso that if additional hours are required in any one month, Councillors' approval for additional payment will be sought.  
2) That the Parish Clerk should move to the next incremental point on the scale (point 7) and this should be back-dated to 1st April 2019.

Clerk of the Council

Chair

Date:



## Agenda Item: 8

### Planning Application Comments & Decisions

#### Update for June/July 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>19/00412/FUL</b> Demolition of existing rear conservatory and erection of a single storey rear extension. Yew Tree Cottage, Kellet Road	None submitted	<b>Application Permitted</b>
<b>19/00345/CU</b> Change of use of mixed-use building comprising a ground floor shop (A1) with associated living accommodation over 2 floors (C3) to a dwelling (C3). The Cottage, The Green, Over Kellet.	None submitted	<b>Application Permitted</b>
<b>19/00483/FUL</b> Erection of single storey extensions to the front, side and rear elevations. 2 Kirklands Road, Over Kellet.	None submitted	<b>Application Permitted</b>
<b>19/00520/FUL</b> Erection of a two-storey detached dwelling (C3) with associated access and installation of a package treatment plant. Land Adjacent to The Willows, Moor Close Lane, Over Kellet.	None submitted	<b>Application Permitted</b>
<b>19/00636/CU</b> Change of use of land for the siting of 16 static caravans/lodges, creation of an amenity area, alterations to land levels and associated landscaping. McCarthy Caravan Parks, Castle View Caravan Park, Borwick Road.	None submitted	<b>Awaiting Decision</b>
<b>19/00616/FUL</b> Erection of a single storey rear extension. 10 Greenways, Over Kellet.	None submitted	<b>Application Permitted</b>

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>19/00675/VCN</b> Outline application for 15 holiday homes (pursuant to the variation of condition 9 on planning permission 04/00877/OUT to allow ground clearance and investigations to be undertaken in advance of the submission of foul and surface water details). Capernwray Diving Centre, Jackdaw Quarry, Capernwray Road, Capernwray.	None submitted	<b>Awaiting Decision</b>
<b>19/00690/FUL</b> Change of use of an existing storage building (B8) to a dwelling (C3), excavation of land, construction of bridge to east elevation, erection of detached garage and associated landscaping. Redwell Fisheries, Kirkby Lonsdale Road, Arkholme	None submitted	<b>Awaiting Decision</b>