

**Parish Council Meeting to be held on Tuesday 14th January 2020
at the Over Kellet Village Hall, commencing at 7.15pm**

AGENDA

1. To receive **apologies**
2. To consider and approve **minutes of the meeting held on Tuesday 10th December 2019**. (attached to the agenda)
3. To receive **declarations of interest**.
4. To consider and comment on new **planning applications** received since the last meeting, as set out below (details previously circulated):

Application No:	Description
19/01549/VCN	Demolition of existing buildings and erection of eight industrial units comprising mixed use Light Industrial (B1) and Storage and Distribution (B8) with associated access road and parking (pursuant to the variation of condition 2 on planning permission 17/00731/FUL to amend the approved cladding and rooflight sizes and to include an extension to unit 1). The Tractor Yard, Capernwray Road, Capernwray. Deadline for comments – 14th January 2020
19/01550/FUL	Retention of a single storey side extension to unit 1. The Tractor Yard, Capernwray Road, Capernwray. Deadline for comments – 9th January 2020
19/01555/FUL	Demolition of existing dwelling and erection of a part single storey and part two storey replacement dwelling The Willows Moor Close Lane Over Kellet. Deadline for comments – 24th January 2020
19/01571/VCN	Demolition of existing dwelling (C3) and erection of a replacement dwelling (C3) (pursuant to the variation of conditions 2 and 4 on planning permission 19/00930/FUL to enlarge the footprint of the dwelling, alterations to window openings and include details of materials). West Penwyth, Kirkby Lonsdale Road, Over Kellet. Deadline for comments – 14th January 2020
19/01575/FUL	Erection of one dwelling (C3) with associated access and erection of a detached garage. Land At 2 Hall Garth Close, Capernwray Road, Over Kellet. Deadline for comments – 15th January 2020

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

- 6. **The Dub.** To consider progress regarding developments on land adjacent to The Dub.
- 7. **Budget and Precept for 2020/21.** To set the budget and precept for 2020/21. Parish Clerk's report attached.
- 8. **Parish Plan.** To receive an update on measures taken to implement the Parish Plan.
- 9. 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).

- 1. Public discussion
- 2. Clerk's report on activities and correspondence since the last meeting
- 3. Members updates and reports since the last meeting, including:

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

- 4. Report of District and County Councillors

- 10. To authorise payment of the following **accounts**:

Payee & Detail	£
Village Hall Committee – Hire of Hall, 10/12/19	14.00
Derek Whiteway, Parish Clerk Salary and Expenses, December 2019	178.66
HMRC – PAYE December 2019	40.60

- 11. To confirm the **date and time of the next meeting**.

Derek Whiteway
Parish Clerk
8th January 2019

Tel: 07805 260976

Email: 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 10th December 2019 at 7.15pm.

Present: Councillor Graham Agnew – Chairman
Councillor Stephen Atkins
Councillor Derek Johnson
Councillor Martin May
Derek Whiteway (Parish Clerk)

In attendance: Six members of the public

19/86 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Jean Metcalfe and County Councillor Phillippa Williamson.

19/87 MINUTES OF THE MEETING HELD ON TUESDAY, 12th NOVEMBER 2019.

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Tuesday 12th November 2019** be approved and signed.

Matters Arising:

- (1) **Min 19/77(1) Removal of 3 trees, Capernwray Road.** The Clerk reported that a further response had been received from the City Council on this issue. The advice was that the three felled trees must be replaced by at least two trees of the same species (Lime trees). It was agreed that contact should be made to arrange an early meeting with the County Council and the City Council's Tree Protection Officer to try and resolve this issue and determine appropriate replacement tree planting elsewhere in the parish.

Action: The Clerk to make arrangements with the County Council and the City Council's Tree Protection Officer for a site meeting to resolve matters.

- (2) **Min 19/77(3) Flooding by The Narrows**

Following a day of heavy rain it was reported that the road had been flooded at times during the day, but had been relatively clear just prior to the meeting at 7.00pm.

A resident reported some localised flooding by the triangle of land at the Kellet Lane/Capernwray Road junction.

19/88 DECLARATIONS OF INTEREST:

Councillor May declared an interest, by virtue of his residence, in item 6 relating to land ownership issues concerning The Dub.

19/89 NEW PLANNING CONSULTATIONS

The following planning applications were considered. It was resolved to respond as set out against each individual case.

Application No:	Description
19/01407/OUT	<p>Outline application for the erection of 2 detached dwellings with associated access and regrading of land. Field Adjacent to Woodlands View, Over Kellet.</p> <p>A letter of objection had been submitted on 5th December 2019</p>
19/01436/CU	<p>Change of use of land for the siting of 7 holiday lodges with associated driveways, formation of mini golf course, creation of amenity space and alterations to land levels. McCarthy Caravan Parks, Castle View Caravan Park, Borwick Road, Capernwray.</p>
19/01462/FUL	<p>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.</p> <p>A resident pointed out that the proposals referred to the removal of three mature trees to facilitate access from Moor Close Lane. Councillors resolved to respond to the application, raising no objection but asking that replacement planting be included within the site to mitigate the loss of the three trees.</p> <p>Resolved: That a response to the application be submitted, asking that replacement planting be included within the site to mitigate the proposed removal of three trees at the entrance to the site.</p>
19/01398/LB 19/01400/FUL 19/01401/LB	<p>Demolition of existing outbuilding, erection of a detached garage and ancillary works, Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.</p>
19/90	<p>UPDATE ON PREVIOUS PLANNING APPLICATIONS</p> <p>The Clerk presented an update on planning decisions, which was noted.</p>
19/91	<p>THE DUB</p> <p>Councillor May gave an update on recent activity on land adjacent to The Dub, involving fences being erected and subsequently removed, suggesting that plans for sale of the land might arise in the near future. It was agreed that, in order to secure the future of The Dub as a public asset and the welfare of its wildlife, a letter should be sent to Natural England covering the following concerns:</p> <ol style="list-style-type: none"> The development does not meet Natural England's 'Three Tests' for Great Crested Newt mitigation licence applications given recent developments at Old Hall farm and other sites. The fragility of the pond's ecosystem given that development already exists on two sides. The proposed drainage scheme shows all run off going into a bore hole close to the pond. There are concerns that this borehole will feed directly into the pond and cause contaminants, from run off on the site, to pollute the pond.

Resolved: that a letter be sent to Natural England expressing the Parish Council's concerns for the future of The Dub and the surrounding area.

19/92 BUDGET MONITORING 2019/20 AND BUDGET FOR 2020/21

The Parish Clerk presented a budget monitoring report to 30th November 2019 and initial draft budget for 2020/21.

Projected figures for 2019/20 indicated the likelihood of surplus in the region of £980 at the end of the current financial year. The Clerk advised that, on finalisation of the 2019/20 accounts in April 2020, Councillors should consider how to treat any such surplus, including transfer to existing or new earmarked reserves.

The initial draft budget for 2020/21, drafted on a 'continuation of services' basis, suggested that net payments would continue at similar levels to 2019/20 and that a similar precept (£8,100 in 2019/20) would therefore be appropriate.

The timetable for finalising the budget and setting the precept is that the budget and precept should be set at the next meeting on 14th January 2020, the deadline for notifying the City Council of the precept being 4th February 2020.

The Clerk recommended that, prior to setting the budget, Councillors should:

- a) Review the budget monitoring and draft budget projections;
- b) Consider options for applying any net receipts arising at the end of the 2019/20 financial year; and
- c) Review the continuation of services budget projections for 2020/21 and consider whether any alterations to activity levels should be considered.

19/93 PARISH PLAN – UPDATE

(1) **Speed Indication Devices (SpIDs)**

The Chairman reported that, following a meeting with County Highways, the go-ahead had been obtained to site the new SpID at the existing location on the Kirkby Lonsdale Road. Installation of a new pole and the SpID itself was expected early in the New Year.

(2) **Goosegate Plaque**

The Chairman presented a life-sized mock-up of the proposed plaque. Following discussion, the design and wording were agreed and the Chairman agreed to circulate Councillors with options for the colour of the plaque.

Questions regarding ownership of the wall for the proposed siting of the plaque were discussed, though no objections were anticipated. The Chairman agreed to follow up and clarify with the relevant parties.

Action: The Chairman to clarify ownership of the wall for the proposed location of the plaque. The Chairman to consult Councillors on the preferred colour of the plaque.

Action: The Chairman and Councillor Metcalfe will continue to research and review the potential for installing similar plaques at the remaining entrances to the village.

(3) **Village Hall Bus Shelter**

Councillors discussed the condition of the Nether Kellet Road bus shelter outside the Village Hall and agreed to review plans for refurbishment.

19/94 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

REPORTS FROM MEMBERS OF THE PUBLIC:

- (1) **Development on The Craggs.** A resident reported that he had now received a response from the City Planning Officer about the status of land at The Craggs in the current Local Plan, this being that the area is intended to be designated as a local green space. It was however noted that, until the Plan is adopted, exceptions to proposed developments could not be made on the basis of this intended designation. Questions remained as to the likely timescale for the Inspector's approval of the submitted Local Plan, following the inspection process earlier this year.

Action: With the assistance of the Parish Clerk and County Councillor Williamson, the resident will seek clarification about the timetable for approval and adoption of the Local Plan.

CLERK'S REPORT:

- (2) Nothing further to report

MEMBERS' REPORTS:

- (3) **LALC.** The Chairman reported on matters covered at a recent meeting, which included:
- a) planning issues, including issues over 'ransom strip' land ownership;
 - b) a number of burglaries in the north of the area;
 - c) Progress with the designation of the (national?) coastal path, particularly some issues over the route through Warton parish; and
 - d) Safety concerns over the Bay Gateway at the Caton Road junction and of several other blackspots in the district.
- (4) **Quarries:** No formal report. The Chairman reported that a quarry blast had been undertaken the previous day and that a report on this would be expected from the quarry. Councillor Johnson commented that he had personally felt the effects of the blast in his property.
- (5) **Village Hall.** Nothing to report.
- (6) **B4RN:** No further work was scheduled during 2019, with activity scheduled to resume in January 2020.
- (7) **Lengthsman:** The Chairman thanked the Lengthsman, Councillors and all volunteers for their assistance with erecting the Christmas Tree on Saturday, 7th December. It was agreed that arrangements for erecting the tree in future years should be reviewed and additional tools/equipment procured if necessary.

Action: The Parish Clerk to write thanking volunteers for assisting with the erection of the Christmas Tree on Saturday, 7th December 2019.

(8) **Other Matters.** None reported.

CITY AND COUNTY COUNCILLORS' REPORTS:

(9) No further matters were reported.

19/95 PAYMENT OF ACCOUNTS

Payee and Detail	£
Village Hall Committee – Hire of Hall, 12/11/19. (Note 1)	14.00
Derek Whiteway, Parish Clerk Salary and Expenses, November 2019	192.64
HMRC – PAYE October 2019	46.80

Note 1: The Village Hall's invoice for October 2019 was overpaid by £4.00. By agreement with the Village Hall Committee, payment of this invoice (for £14.00) is being reduced by £4.00 to £10.00

Resolved: that the above accounts be paid.

19/96 DATE & TIME OF NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday, 14th January 2019, commencing at 7.15pm at the Over Kellet Village Hall.

The meeting closed at 8.30pm

Clerk of the Council

Chairman

Date:

Agenda Item: 5

Planning Application Comments & Decisions

Update for December 2019/January 2020

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
18/00983/FUL - Erection of caravan reception/office building with warden accommodation with associated car parking. Old Hall Caravan Park, Capernwray Road, Capernwray.	No comments submitted	Awaiting Decision
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.	None submitted	Awaiting Decision
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.	Consultation response submitted objecting to the application.	Awaiting Decision
19/01170/FUL Change of use of agricultural land to agricultural livestock haulage depot, erection of an agricultural livestock and HGV maintenance building and retention of an area of hardstanding. Field at Grid Reference 351950 471570, Netherbeck, Carnforth.	A consultation response was submitted objecting to the application over concerns about potential environmental and ecological impacts of the new and increased activity on the proposed development.	Application Refused
19/01141/VCN Erection of car showroom (sui generis), maintenance workshop and preparation building (B2), display area, storage compound with associated access and landscaping (pursuant to the variation of condition 4 on approved application 17/01133/FUL to allow construction traffic to use the existing access on Kellet Road). Land North of Kellet Road, Over Kellet.	A consultation response was submitted, expressing serious concerns over the safety of the proposed site entrance and its potential impact on the adjacent Biological Heritage Site	Awaiting Decision

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<p>19/01190/FUL Construction of 2 canal moorings, creation of associated car park and alterations to existing path and access. Kellet Lane Bridge, Kellet Lane, Over Kellet.</p>	<p>A response was submitted, seeking clarification as to whether and how any foul waste is to be handled at the facility, and whether there will be any servicing carried out</p>	<p>Application Refused</p>
<p>19/01363/FUL Erection of a two storey rear extension and construction of dormer extensions to the front and rear elevations and a raised rear terrace. 4 Winder Garth, Over Kellet.</p>	<p>No comments submitted</p>	<p>Application Permitted</p>
<p>19/0158/TPO Sessile Oak (T3) - reduce horizontal limbs, Orchard (G1) - reduce crowns by 25%. Cragg House, Kirkby Lonsdale Road, Over Kellet</p>	<p>No comments submitted</p>	<p>Application Permitted</p>
<p>19/01368/VCN Erection of car showroom (sui generis), maintenance workshop and preparation building (B2), display area, storage compound with associated access and landscaping (pursuant to the variation of condition 3 on planning permission 17/01133/FUL to allow construction traffic to use the existing site access from Kellet Road to accommodate initial ground works)</p>	<p>An objection to the application was submitted, reiterating the Parish Council's serious concerns over the safety of the proposed site entrance and its potential impact on the adjacent Biological Heritage Site.</p>	<p>Awaiting Decision</p>
<p>19/01407/OUT Outline application for the erection of 2 detached dwellings with associated access and regrading of land. Field Adjacent to Woodlands View, Over Kellet.</p>	<p>A letter of objection was submitted</p>	<p>Application Withdrawn</p>
<p>19/01436/CU Change of use of land for the siting of 7 holiday lodges with associated driveways, formation of mini golf course, creation of amenity space and alterations to land levels. McCarthy Caravan Parks, Castle View Caravan Park, Borwick Road, Capernwray.</p>		<p>Awaiting Decision</p>

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<p>19/01462/FUL 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.</p>	<p>A response to the application was submitted, asking that replacement planting be included within the site to mitigate the proposed removal of three trees at the entrance to the site.</p>	<p>Awaiting Decision</p>
<p>19/01398/LB, 01400/FUL and 01401/LB Demolition of existing outbuilding, erection of a detached garage and installation of metal railings and a gate to front boundary wall, etc. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.</p>		<p>Awaiting Decision</p>

Agenda Item: 7

Budget and Precept 2020/21

Report of The Parish Clerk

1. Background

The Parish Council is required to undertake a robust annual budget process to:

- establish the level of funds required to deliver plans for the coming year;
- determine the level of reserves that should be maintained; and
- set the Parish Council's precept for the coming year.

The City Council has recently notified that the Parish Council's Tax Base for 2020/21 (the figure which determines how much of the precept each Council Tax payer is charged) is 350.45, a marginal decrease on the 2019/20 level of 353.20. The Parish Council is required to notify the City Council of its precept by 3rd February 2020.

The appended budget projection sets out the results of a budget review, taking account of activity in 2018/19 and 2019/20 to date, and setting out projected final figures for the current year and estimates for 2020/21. These estimates have been produced on a 'continuation of services' basis, i.e. not taking account of any increases (growth) or reductions (savings) on existing activities.

As well as the Parish Council's normal activities and transactions (referred to as 'General Fund'), the statement also sets out projected transactions and balances for the Council's other established reserves, as follows:

- Parish Plan Support Reserve
- Wind Turbine Reserve
- Emergency Plan Reserve
- Transparency Reserve
- Allotments Reserve
- Gala Reserve

2. Conclusions

- a) General Reserves:** Following a review of significant financial risks facing the Parish Council, it is concluded that a target general reserve of £8,000 remains appropriate to cover potential liabilities.
- b) Precept:** As set out in the appended draft budget statement, recurring expenses are estimated at £8,550 for 2020/21, with receipts of £280. This represents an increase of £493 on the net budget for 2019/20. Should Councillors wish to proceed on this 'continuation of services' basis, it is proposed that a precept of £8,100 is once again set for 2020/21. At the notified Tax Base, this would result in an annual charge of £23.11 for a Band D property (an annual increase of £0.18

and 0.8% on the 2019/20 precept).

Should Councillors wish to consider a higher precept to provide funds for any increase in services or new initiatives, the cost per £1,000 increase in the precept for a Band D property would be £2.85 per annum. The Clerk would advise that, given the existing level of funds available in the earmarked reserves, any such proposals should be very specific and have full commitment of the Council.

- c) **Non-recurring expenses:** There are no non-recurring items currently included in the draft budget for 2020-21.
- d) **Earmarked Reserves.** Section C of the draft budget statement sets out the current and anticipated balances on the various earmarked reserves. In this draft of the budget, no projected spend has been included for the earmarked reserves.

3. Recommendations

- a) That a target level of general reserve of £8,000 is endorsed
- b) That the draft budget for 2020/21 is approved, subject to the inclusion of any growth or savings.
- c) That, subject to any changes under b), a precept of £8,100 is approved and notified to Lancaster City Council.

OVER KELLET PARISH COUNCIL

BUDGET REQUIREMENT - 2020/21

Draft v 0.02

01-Jan-2020

A. Budget Calculations	2019/20 Budget	2019/20			2020/21 Estimate
		To Date	Jan-Mar	Forecast	
Receipts					
Precept	8,100	8,100	-	8,100	8,100
Allotment Annual Rent	40		40	40	40
Wind Turbine Grant	1,100	1,130	-	1,130	1,130
PRoW Local Delivery Grant	250	250	-	250	250
Miscellaneous Receipts	-	-	-	-	-
Bank Interest	-	8	8	16	30
VAT Reclaim - Emergency Plan Payments	-	78	-	78	-
VAT Reclaim - General	-	13	-	13	-
Total Receipts	9,490	9,579	48	9,627	9,550
Payments					
Recurring Expenses					
Clerk's Salary (incl PAYE)	2,630	1,984	671	2,655	2,770
Clerk's Expenses	355	105	38	143	240
Lengthsman Scheme	2,912	1,605	100	1,705	2,950
Insurance	500	503	-	503	520
Grounds Maintenance - St Cuthberts	540	540	-	540	540
OK View - Annual Contribution	350	350	-	350	500
Twinning Association - Annual Contribution	50	60	-	60	60
Audit Fees - External Audit	-	-	-	-	-
Audit Fees - Internal Audit	65	60	-	60	60
IT Expenses (Transparency Fund)	150	-	150	150	150
Emergency Plan Expenses	-	28	-	28	-
Councillors' Expenses	50	-	20	20	50
Hire of Venue	200	126	38	164	200
Rent of Bus Shelter	10	10	-	10	10
Xmas Tree Electricity	10	5	-	5	10
Repairs & Maintenance	50	163	-	163	100
Subscriptions	60	175	-	175	100
Remembrance Wreath & Expenses	45	55	-	55	55
Miscellaneous Expenses	50	55	-	55	60
Section 137 Expenditure	-	174	-	174	100
Bank Fees	-	18	18	36	75
Sub-Total	8,027	6,016	1,035	7,051	8,550
Non-Recurring Expenses					
Asset - Solar Powered SpID	-	1,889	800	2,689	-
Goosegate Plaque	-	-	275	275	-
Election costs	120	120	-	120	-
Sub-Total	120	2,009	1,075	3,084	-
Total Payments	8,147	8,025	2,110	10,135	8,550
Net Receipts/Payments	1,343	1,554	-	508	1,000

B. Parish Council Tax Calculation	2019/20 Actual	2020/21 Indicative
Precept	8,100	8,100
Parish Tax Base	353.20	350.45
Parish Tax Rate per Band D Property (Annual)	22.93	23.11
Year on year increase/decrease %		0.8%
Parish Tax per £1,000 Precept (Annual)	2.83	2.85

B. Reserve Balances	31/03/2019 Actual			31/03/2019 Forecast	31/03/2020 Estimate
General Reserve	8,000			9,386	9,216
Parish Plan Support Reserve	5,467			2,503	2,503
Wind Turbine Reserve	5,194			6,324	7,454
Emergency Plan Reserve	903			953	953
Transparency Reserve	226			76	76
Allotments Reserve	160			200	240
Gala Reserve	420			420	420
Total	20,370			19,862	20,862