

OVER KELLET PARISH COUNCIL

Parish Council Meeting to be held remotely using 'Zoom' video conferencing software on Tuesday, 12th May 2020 commencing at 7.15pm

AGENDA

1. To receive **apologies**.
2. To consider and approve **minutes of the meeting held on Tuesday 10TH March 2020**. (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
20/00315/FUL	Erection of a part single part two storey rear extension and construction of a dormer extension to the front elevation and a raised rear terrace. 4 Winder Garth, Over Kellet. No comments submitted
20/00370/FUL	Removal of existing steel container and erection of a summer house. Lakeland Fells View, Kirkby Lonsdale Road, Over Kellet. No comments submitted
20/00345/FUL	Change of use of agricultural barn to 3-bed dwelling (C3), relevant demolition of outrigger and erection of single storey rear extension, erection of detached garage and creation of parking area. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet. No comments submitted
20/00346/LB	Listed building application for the demolition of rear outrigger, erection of single storey rear extension, etc. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet. Deadline 16/05/2020 - No comments submitted
20/00369/VCN	Erection of a 2-storey dwelling and creation of a vehicular access (pursuant to the variation of condition 2 and 7 on planning permission 18/00038/FUL to amend the design of the dwelling including alterations to the footprint, elevations, floor plans and the substitution of the carport with a garage). Old Hall, Kirkby Lonsdale Road, Over Kellet. No comments submitted
20/00459/FUL	Erection of a field shelter Land At Grid Reference E353625 N469588 Swarthdale Road Over Kellet Deadline for comments 27/05/2020

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5. To receive an update on **planning authority decisions** on previously considered applications (report attached).
6. **St Cuthbert's Parochial Church Council.** To consider a request for a contribution towards grounds maintenance costs for 2020/21.
7. **Annual Governance and Accountability Return 2019/20.** To consider and approve the timetable for the approval and submission of the AGAR and the period for public inspection. (Clerk's report attached).
8. **Covid-19 Emergency.** To consider current arrangements in relation to the emergency.
9. **Parish Plan.** To receive an update on measures taken to implement the Parish Plan.
10. 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

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

Payee & Detail	£
A. Invoices paid in April 2020 under the Clerk's delegated authority, with the emailed agreement of Parish Councillors. Presented for information only.	
Over Kellet B4RN Committee – Loan for use as float by Emergency Plan Team in the Covid-19 response.	500.00
M Ashton – Lengthsman's invoice for material, 2019/20	78.44
Village Hall Committee – Hire of Hall, 10/03/2020 (£14.00) and Bus Shelter site rental 2020/21 (£10.00)	24.00
Bay Typesetters – printing of Covid-19 EPT flyers	85.00
Tech-Hub – G-Suite licence 2020	55.15
LALC – Annual Subscription 2020/21	156.90
Over Kellet View – Annual contribution 2020/21	500.00
B. Invoices for authorisation and payment in May 2020 (schedule previously circulated to Councillors)	
BHiB Insurance – 2020/21 Policy Renewal	507.70
St Cuthbert's Parochial Church Council (see agenda item 6)	tba
Bay Typesetters – printing of 'narrow footpath' signs	30.00
Bolton-le-Sands Parish Council – Lengthsman Scheme 2020/21	1,774.00
Dawn Allen – Internal Audit Fee, 2019-20 Audit	45.00

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Payee & Detail	£
Derek Whiteway, Parish Clerk Salary and Expenses, March-April 2020	440.28
HMRC – PAYE March-April 2020	107.20

12. To confirm the **date and time of the next meeting** as 7.15pm on Tuesday, 9th June 2020.

Derek Whiteway
Parish Clerk
6th May 2020

Tel: 01524 64908

Email: clerk@overkelletpc.org

Note to Parishioners:

Members of the public are still very welcome to attend this meeting through the use of the video conferencing software. If you would like to attend, please contact the Parish Clerk by email (above) to request details and a link and password to join the meeting.

PARISH OF OVER KELLET

Draft Minutes of the Meeting of the Parish Council held at the Over Kellet Village Hall on Tuesday 10th March 2020 at 7.15pm.

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

In attendance: Six members of the public

19/118 APOLOGIES FOR ABSENCE:

Apologies were received from Councillor Derek Johnson and City Councillor Michael Mumford.

19/119 MINUTES OF THE MEETING HELD ON TUESDAY, 11th FEBRUARY 2020

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Tuesday 11th February 2020** be approved and signed without further amendment.

Matters Arising:

(1) Min 19/110(3) Footpath to the rear of Leapers View

Councillor Metcalfe advised that the Lengthsman was going to remove the plants encroaching on to the footpath. An update of the footpath survey undertaken in 2019 was to be carried out in preparation for a report to the County Council.

Action: Councillor Metcalfe, the Lengthsman and Clerk to liaise in updating the Footpath Survey from 2019 and reporting issues to the County Council where necessary.

(2) Min 19/110(4) Kirkby Lonsdale Road Post Box.

The Clerk had emailed The Royal Mail for an update but had not yet received a response. It was mentioned that someone had been observed recently inspecting the collapsed wall.

Action: The Clerk to contact The Royal Mail again.

(3) Min 19/110(5) Roadside Parking at Cockle Hill Barn.

The Clerk had received a response from the County Council advising that, due to the narrowness of the pavement, no further measures could be taken to restrict parking at this location.

(4) Min 19/113 Vehicles parking on the verge adjacent to the junction of the B6254 and A601(M)

The Clerk had contacted the City Council's planning case officer but had not received a reply. Councillors and residents reported that the earlier problems had not recurred.

(5) Min 19/115(1) Litter and waste materials on A601(M).

County Councillor had reported that scrap items had been removed from the

area adjacent to the roundabout.

(6) **Min 19/115(2) Climate Change Forum.**

Capernwray resident Will Gibson reported that he would be attending a meeting of the forum which would cover outcomes regarding flooding areas.

(7) **Min 19/115(5) Community Connectors.**

City Council Community Connectors Officer, Carolyne Walsh had accepted any invitation to attend and speak to the Annual Meeting in May.

19/120 DECLARATIONS OF INTEREST:

No changes were reported.

19/121 NEW PLANNING CONSULTATIONS

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

Application No:	Description
20/0024/TPO	T15 Alder & T17 Sycamore – Fell. Castle View Equestrian Centre, Borwick Road, Capernwray.
20/0028/TPO	T1 (Common Yew) - Crown reduce by 2m. Old Hall, Kirkby Lonsdale Road, Over Kellet.
20/00214/FUL	Erection of a single storey side extension and construction of a raised terrace. Clear Water Bistro And Bar, Clear Water Fisheries, Kellet Lane, Over Kellet.
20/00267/FUL	Erection of a single storey rear extension to existing annex accommodation. 9 Church Bank, Over Kellet.

19/122 UPDATE ON PREVIOUS PLANNING APPLICATIONS

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

Felling of Lime Trees, adjacent 1 Hall Garth Gardens Over Kellet

The Chairman reported that he had received an emailed proposal from the County Council for a replacement planting programme. Both the Chairman and Councillor Johnson felt that the plans did not accord with what had been agreed in the site meeting they had attended with the County Council and the City Council's Tree Officer. It was agreed that the proposals needed to be questioned and further options identified to achieve a suitable replacement programme.

Action: The Clerk to write to the County Council raising questions about the proposed programme and asking for the plans to be reconsidered. The Lengthsman to be consulted for views on the plan and on suitable alternative locations for replacement trees.

19/123 FLOODING ON B6254 KIRKBY LONSDALE ROAD AT RESTARIGG

The Clerk reported that concerns over recent, unprecedented flooding of the B6254 at Restarigg had been reported on 9th March 2020 to both the County Council Highways and to the City Planners in terms of a potential breach of planning conditions. Responses were awaited. It was agreed that no further action was required at this time.

19/124 ANNUAL MEETING – MAY 2020

Arrangements for the Annual Meeting in May were discussed, it being agreed that the format used in recent years should be changed for this year. It was agreed that the events should seek to have a small number of items of particular local interest (police, highways, planning and quarries were mentioned). Arrangements had already been made for the City Council's Community Connectors Officer to attend.

Action: Councillors and the Clerk to develop a suitable programme and the Clerk to prepare a flyer to be submitted for the May issue of OK View.

19/125 RISK REGISTER

The Clerk presented a draft update of the Parish Council's risk register. No substantive changes were proposed.

Councillors discussed current issues, particularly potential risks and responsibilities arising for the Council under the corona virus outbreak. The role of the Emergency Plan Team (EPT) was discussed and a resident suggested that wider understanding by residents of the EPT was needed.

Resolved: That the draft Risk Register be approved, subject to the drafting and inclusion of an item/section relating to the Emergency Plan Team and its roles. Also that the Parish Council's website should include a section/links to the Emergency Plan and relevant documents/guidance and an article for OK View should be considered.

19/126 PARISH PLAN – UPDATE

(1) Speed Indication Devices (SpIDs)

The Clerk reported that a s50 licence had been obtained without charge to permit the installation of the new mounting pole on Kirkby Lonsdale Road. Arrangements were being made for this to be carried out in early April.

(2) Goosegate Plaque

A minor amendment to the wording of the Goosegate Plaque had been provided by Bob Escolme. Bob had also suggested a similar plaque might be installed near Greenbank Farm, where the culverted stream had originally been a mill-race, with a sluice gate in the farm.

Action: Councillors to consider further whether the area around Greenbank Farm could provide a suitable and safe location for a plaque to be viewed.

19/127 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

REPORTS FROM MEMBERS OF THE PUBLIC:

- (1) Councillor May reported that residents on Church Bank had received letters from the City Council about dog fouling on the pathways. It was agreed that no-fouling signs would be useful in this area.

Action: The Clerk to request the City Council to install no-fouling signs at appropriate locations around Church Bank.

CLERK'S REPORT:

No new matters to report

MEMBERS' REPORTS:

- (2) **LALC.** Nothing to report
- (3) **Quarries:** The Chairman reported that two liaison meetings had been held. New viewing platforms were being proposed at both Leapers Wood and Back Lane quarries. The Chairman mentioned that the quarries approach was very safety and community conscious and that they were open to receiving and responding to complaints. Regarding blasting levels, the quarries set their own thresholds below national guidelines and these are not breached. In terms of stock, the quarries were estimated to have 35 million tonnes of material remaining. Leapers Wood were planning to blast 3m tonnes in the next few months. Back Lane Quarry was transferring to liquid natural gas which was expected to reduce CO2 emissions by 20%. The quarry had opposed a proposal for housing at Windermere Road, opposite the quarry, using the mineral safeguarding area as a key argument. During the meeting, the Chairman had taken part in a minibus tour of the quarry, which he reported as having been fascinating.
- (4) **Allotments:** Nothing to report.
- (5) **Village Hall.** Nothing to report.
- (6) **B4RN:** Councillor May reported that one more dig was planned, then there would be a quiet period.
- (7) **Lengthsman:** No formal report from the Lengthsman. Councillor Metcalfe mentioned that she would remind the Lengthsman about plans for wilding a section of the village green. A discussion was held about continued damage to the green by heavy traffic, and particularly the condition of the corner stones.

Action: Councillor Metcalfe to seek the Lengthsman's advice on the best course of action to remedy the damage and resolve issues of continuing damage.

- (8) **Other Matters.**

Councillor Metcalfe reported that a petition against further development of chicken sheds at Lower Addington Farm had been set up in the village shop.

CITY AND COUNTY COUNCILLORS' REPORTS:

(9) No further matters reported.

19/128 PAYMENT OF ACCOUNTS

Payee & Detail	£
Village Hall Committee – Hire of Hall, 11/02/2020	14.00
Derek Whiteway, Parish Clerk Salary and Expenses, February 2020	221.07
HMRC – PAYE January 2020	50.80
E-On Seasonal Lighting Account (Xmas Tree), Dec-Jan 2019/20	6.23

Resolved: that the above accounts be paid.

19/129 DATE & TIME OF NEXT MEETING

The next meeting of the Parish Council will be held on Tuesday, 14th April 2020, commencing at 7.15pm at the Over Kellet Village Hall.

The meeting closed at 9.00pm

Clerk of the Council

Chairman

Date:

Agenda Item: 5

Planning Application Comments & Decisions

Update for March/April/May 2020

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
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.	No comments submitted	Application Permitted
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	Application Permitted
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)	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.	Application Permitted
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.	No comments submitted	Application Permitted

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<p>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.</p>	<p>No comments submitted</p>	<p>Application Permitted</p>
<p>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.</p>	<p>Response submitted expressing concern about the principles and practices of demolishing homes for replacement by new construction and about noise and traffic issues during the application's demolition and construction phases.</p>	<p>Application Permitted</p>
<p>19/01572/VCN - Erection of a 2-storey dwelling and creation of a vehicular access (pursuant to the variation of condition 2 and 7 on planning permission 18/00038/FUL to amend the design of the dwelling including alterations to the footprint, elevations, floor plans and the substitution of the carport with a garage). Old Hall, Kirkby Lonsdale Road, Over Kellet</p>	<p>No comments submitted</p>	<p>Application Refused</p>
<p>20/00023/FUL - Creation of an area of hardstanding. Land At Grid Reference E353930 N469880. Kirkby Lonsdale Road, Over Kellet.</p>	<p>No comments submitted</p>	<p>Application Permitted</p>
<p>20/00069/FUL - Erection of a field shelter, creation of an area of hardstanding and relocation of existing access. Land At Grid Reference E353625 N469588, Swarthdale Road, Over Kellet.</p>	<p>A consultation response is to be submitted seeking reassurance that appropriate screening will be introduced to meet expectations of policy DM10.</p>	<p>Application Deleted See 20/00459/FUL</p>

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
20/0024/TPO - T15 Alder & T17 Sycamore – Fell. Castle View Equestrian Centre, Borwick Road, Capernwray.	No comments submitted	Application Permitted
20/0028/TPO - T1 (Common Yew) - Crown reduce by 2m. Old Hall, Kirkby Lonsdale Road, Over Kellet.	No comments submitted	Application Permitted
Part B – Undecided Applications		
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
19/01575/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.	Response submitted covering: a) concerns about the accuracy and relevance of arboricultural information submitted with the application; b) a request that further pedestrian footpath is provided in front of the property to improve safety; and c) a request that the building’s height and elevations specified in the application plans are adhered to in the construction.	Awaiting Decision
20/00019/FUL - Erection of an agricultural building for free range hens with associated parking. Lower Addington Farm, Birkland Barrow Road, Nether Kellet.	A consultation response had been submitted on 5th February 2020 reiterating the Parish Council’s concerns over further development on this site.	Awaiting Decision

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<p>20/00121/FUL - Retrospective application for the retention of 5 silos. Lower Addington Farm, Birkland Barrow Road, Nether Kellet.</p>	<p>Consultation response submitted objecting to the application on the grounds of necessity, noise and dust nuisance, and the impact on the visual amenity of the area.</p>	<p>Awaiting Decision</p>
<p>20/00136/FUL - Erection of one dwelling (C3) with associated access and regrading of land. Field Adjacent to Woodlands View, Over Kellet.</p>	<p>Consultation response submitted, not objecting to the application, but seeking answers and reassurance regarding the proposed hedge line and future use of the lower field.</p>	<p>Awaiting Decision</p>
<p>20/00002/REF Appeal - Change of use of agricultural/equestrian workers dwelling (C3) to a children's home for up to 3 children (C2). Blackthorne Cottage, Borwick Road, Capernwray.</p>	<p>It was agreed that the response agreed to the original application, ref 19/01034/CU should be re-submitted.</p>	<p>Appeal in Progress</p>
<p>20/00214/FUL - Erection of a single storey side extension and construction of a raised terrace. Clear Water Bistro And Bar, Clear Water Fisheries, Kellet Lane, Over Kellet.</p>	<p>No comments submitted</p>	<p>Awaiting Decision</p>
<p>20/00267/FUL - Erection of a single storey rear extension to existing annex accommodation. 9 Church Bank, Over Kellet.</p>	<p>No comments submitted</p>	<p>Awaiting Decision</p>

Over Kellet Parish Council

Meeting Date: 12th May 2020

Agenda Item:

7

Report of: The Parish Clerk

Annual Governance and Accountability Return 2019/20

1. Introduction

Smaller local councils are statutorily required to complete an annual review of their governance arrangements and submit and publish an annual statement, including the approved accounts, known as the Annual Governance and Accountability Return (AGAR).

The appointed external auditor for the Council is PKF Littlejohn.

Under recently issued regulations in response to the Covid-19 emergency, revised deadlines incorporate a two months extension to the usual timetable. The deadline for submission of the AGAR is therefore 31st July 2020.

2. Detail

The Parish Council's draft AGAR documentation and supporting documents have been submitted to the Internal Auditor for review and it is intended to submit the Internal Auditor's report along with the completed AGAR to the June meeting of the Parish Council for approval.

As in the past two financial years the Parish Council can claim exemption from the 'limited assurance' external audit provided by PKF Littlejohn. The certificate of exemption must be approved by Council and the signed document submitted to the external auditors by 31st July 2020.

The full approved AGAR, including the Governance Statement, Accounting Statement and certain supporting documents, must be published following approval, and a notice published providing a public right of inspection period of 30 working days. The proposed timetable for the Council to meet the reporting requirements and statutory deadlines is as follows.

a)	Completion of the annual review, internal audit and approval of the AGAR and annual accounts	09/06/20 Parish Council Meeting
b)	Public rights of inspection period	Monday 15 June to Friday 24 July 2020

3. Recommendation

1) That the report is noted