

OVER KELLET PARISH COUNCIL

Parish Council Meeting to be held remotely using 'Zoom' video conferencing on Tuesday, 10th November 2020, commencing at 7.15pm

Note to Parishioners

Members of the public are 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 at clerk@overkelletpc.org to request details and a link and password to join the meeting.

A G E N D A

1. To receive **apologies**.
2. To consider and approve **minutes of the meeting held on Tuesday, 13th October 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 (substantive matters for consideration **set out in blue**):

Application No:	Description
20/01083/VCN	Demolition of existing dwelling (C3) and erection of a replacement dwelling (C3) (pursuant to the variation of conditions 2, 4, 5 and 7 on planning permission 19/00930/FUL to amend plans, agree colour of window frame and garage door, change of wording to the landscaping condition and confirmation of foul drainage) . West Penwyth, Kirkby Lonsdale Road, Over Kellet. Deadline for comments – 06/11/20
20/01152/VCN	Erection of two 2-storey detached dwellings (C3) with associated access (pursuant to the variation of condition 2 and 9 on approved application 18/01207/FUL to make amendments to plot 1 comprising of the conversion of the proposed garage to additional living accommodation, the removal of garage door and installation of replacement window, the omission of a window to the side and creation of an additional parking space to the front) . Development Land - Plot 1 And 2 Kirkby Lonsdale Road Over Kellet. Deadline for comments - 19/11/20
20/01179/AD	Agricultural determination for the erection of a storage building . Green Pastures Capernwray Road Capernwray Deadline for comments – 12/11/20

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Application No:	Description
20/01212/FUL	<p>Erection of a detached garage. Tithe Barn, Capernwray Road, Over Kellet.</p> <p style="text-align: center;">Deadline for comments – 25/11/20</p>
20/01192/VCN	<p>Erection of a two storey detached dwelling (C3) incorporating balconies with associated access and installation of a package treatment plant (pursuant to the variation of conditions 2,3,4,5, 6 and 8 on approved application 19/01462/FUL to amend the approved plans including alterations to the footprint, the internal layout, window arrangement, the balustrade material, include a chimney and agree details on materials, landscaping, surface water and foul drainage). Land Adjacent To The Willows, Moor Close Lane, Over Kellet.</p> <p style="text-align: center;">Deadline for comments – 27/11/20</p>

5. To receive an update on **planning authority decisions** on previously considered applications (Clerk's report attached).
6. **Christmas 2020.** To confirm community arrangements for the 2020 Christmas period.
7. **Discovering Old Over Kellet.** To consider further the proposal from Mr Peter Clinch that the Parish Council funds the printing of a booklet entitled "Discovering Old Over Kellet – An Illustrated Walking Guide".
8. **Review of the Local Plan.** To consider the City Council's current consultation on a 'climate emergency' driven review of the District's Local Plan.
9. **Transforming Lancaster Travel (TLT).** To consider the County Council's current consultation.
10. **Financial monitoring 2020/21, budget and precept 2021/22.** To consider a report from the Parish Clerk (to come)
11. **Parish Plan.** To consider progress on implementing the Parish Plan.
12. 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

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

Payee & Detail	£
Derek Whiteway, Parish Clerk Salary and Expenses, October 2020, comprising:	
Salary	£208.88
Mileage allowance	£28.80
Zoom Video Conferencing Subscription	£115.10 (see note)
HMRC – PAYE October 2020	52.20

Note: Arrangements have been agreed to share the cost of the Zoom subscription equally with Aldcliffe with Stodday Parish Council.

14. To confirm the **date and time of the next meeting**.

Derek Whiteway
Parish Clerk
5th November 2020

Tel: 01524 64908
Email: clerk@overkelletpc.org

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Parish Council Meeting to be held remotely using 'Zoom' video conferencing software on Tuesday, 10th November 2020 commencing at 7.15pm

AGENDA – ADDENDUM

4. To consider and comment on new **planning applications** received since the last meeting, as set out below (substantive matters for consideration **set out in blue**):

Applications received since publication of the agenda

Application No:	Description
20/01152/VCN	<p>Erection of two 2-storey detached dwellings (C3) with associated access (pursuant to the variation of condition 2 and 9 on approved application 18/01207/FUL to make amendments to plot 1 comprising of the conversion of the proposed garage to additional living accommodation, the removal of garage door and installation of replacement window, the addition of first floor patio doors and a juliet balcony, the omission of a window to the side and creation of an additional parking space to the front). Development Land - Plot 1 And 2, Kirkby Lonsdale Road, Over Kellet.</p> <p>Deadline for comments 27/11/2020</p>
20/01201/FUL	<p>Change of use of open space to site 3 static caravans, creation of caravan sales area, wetland and amenity areas, including laying of hardstanding, alterations to land levels and erection of retaining walls. Castle View Caravan Park, Borwick Road, Capernwray.</p> <p>Deadline for comments 27/11/2020</p>
20/01193/VCN	<p>Change of use of agricultural land to domestic garden, demolition of existing dwelling and erection of a part single storey and part two storey replacement dwelling incorporating terrace and installation of a package treatment plant (pursuant to conditions 2, 4, 5, 6, 7 and 9 on approved application 19/01555/FUL to widen the garage door, increase the parking and turning area to the front, alter the balustrade material, include a chimney and agree details on materials, landscaping, surface water and foul drainage). The Willows, Moor Close Lane, Over Kellet.</p> <p>Deadline for comments 28/11/2020</p>

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Application No:	Description
20/00395/FUL	<p>Change of use and conversion of redundant agricultural barns to create three 4-bed residential dwellings, construction of boundary wall, erection of garages and outbuildings with associated access. Hall Farm Barns, Kellet Road, Over Kellet. (Amended plans submitted).</p> <p>Deadline for comments 17/11/2020</p>
20/00396/LB	<p>Listed building application for works to internal walls, installation of partition walls and new roof structures and replacement roof trusses, doors and windows, creation of additional window openings, construction of boundary wall, erection of garages and outbuildings with associated access. Hall Farm Barns, Kellet Road, Over Kellet. (Amended plans submitted).</p> <p>Deadline for comments 17/11/2020</p>

Newly received consultation invitation:

Wildlife and Countryside Act 1981 – Part III - Addition of Public Bridleway along Lords Lot Road, Over Kellet. To consider and comment upon the application for the addition of a Public Bridleway.

Derek Whiteway
Parish Clerk
8th November 2020

Tel: 01524 64908
Email: clerk@overkelletpc.org

OVER KELLET PARISH COUNCIL

Minutes of the Meeting held on Tuesday, 13th October 2020 at 7.15pm using Zoom video conferencing

Present: Councillor Graham Agnew – Chairman
Councillors Stephen Atkins, Derek Johnson, Martin May and Jean Metcalfe

County Councillor Phillippa Metcalfe
Derek Whiteway (Parish Clerk)

In attendance: Peter Clinch (Over Kellet View) and 1 member of the public attended the meeting.

20/045 APOLOGIES FOR ABSENCE:

No apologies were received.

20/046 MINUTES OF THE MEETING HELD ON MONDAY, 7th SEPTEMBER 2020

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Monday 7th September** be approved and signed without further amendment.

Matters Arising:

(1) **Min 20/037(2) Hedgerow Cutting**

It was agreed that negotiations with the landowner regarding future arrangements for trimming the roadside hedge leading out of the village on the Nether Kellet Road should be held in abeyance for the time being.

(2) **Min 20/039(2) Development site adjacent to Greenways and Church Bank**

The Chairman advised that there had been no notable developments on site since the last meeting.

Regarding the informal footpath at the foot of the Craggs, it was agreed that Councillor May's suggestion that the possibility of applying for a Definitive Map Modification Order (DMMO) was worth investigating.

Action: Councillors will look into the possibility of requesting a Definitive Map Modification Order (DMMO) to establish the informal footpath at the foot of the Craggs as a public right of way.

Councillor May expressed a view that the Parish Council should seek to safeguard the Church Bank green space through negotiations with the City Council as landowner. Councillors discussed the green space's current uses and maintenance arrangements and agreed that the Council wished to safeguard the long-term future of the area. The Parish Council will therefore consider possible future uses which are ecologically friendly and provide opportunities for leisure use and will research examples from other villages/parish councils.

Action: Councillor Atkins will raise with the Allotments Association the possibility of creating a compost heap to be available for the disposal of grass cuttings from the Church Bank Green. Councillors will research potential uses for the area, fitting the criteria of ecologically-friendly and increased leisure use.

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- (3) **Min 20/039(3) Local Plan – Green Spaces.** Councillors discussed the letter received from the City Council’s Service Manager – Planning and Housing Strategy regarding the designation of the Craggs Green Space within the Local Plan. Councillor May expressed a view that the letter did not fully answer questions raised by the Parish Council about the designations and suggested that further correspondence was required.

Action: Councillor May is to draft a further response to the City Council, for the Parish Council to consider.

- (4) **Min 20/042(2) Replacement of illegally removed trees.** The Parish Clerk reported that he had written to the resident who had initially reported the felling of the lime trees on the verge opposite Hall Garth Close, explaining the position. The Clerk had yet to contact the City Council and County Council to resume negotiations on the replacement planting programme.

Action: The Clerk to liaise with the Chairman to resume negotiations with the City and County Council regarding the replacement planting programme.

20/047 DECLARATIONS OF INTEREST:

No changes were reported.

20/048 NEW PLANNING CONSULTATIONS

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

Application No:	Description
20/00912/FUL	<p>Change of use of agricultural land and buildings to agricultural livestock haulage depot, erection of an agricultural livestock and HGV maintenance building, and retention of an area of hardstanding (part retrospective). Field At Grid Reference 351950 471570, Netherbeck, Carnforth.</p> <p>No response was submitted.</p>
20/01011/AD	<p>Agricultural determination for the erection of a storage building. Green Pastures, Capernwray Road, Capernwray.</p> <p>No response was submitted.</p>
20/00810/FUL	<p>Retrospective application for the installation of a sewage treatment plant and associated hardstanding. Old Hall Caravan Park, Capernwray Road, Capernwray.</p> <p>Resolved: No response to be submitted.</p>
20/00811/RCN	<p>Change of use of agricultural land/recreation area to extension to existing holiday caravan park for additional forty caravans and create open space/recreation area and installation of sealed tank (pursuant to the removal of</p>

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	<p>condition 4 on planning permission 92/01130/FUL to allow for all year round occupancy). Old Hall Caravan Park Capernwray Road Capernwray</p> <p>This application was considered alongside similar application 20/01025/RCN. Councillors discussed the proposed removal of restrictions to permit year-round occupancy and were reassured by the letter submitted by the applicants' architect clarifying that their client's intentions were '...that the park is to remain as a holiday park and in no way become permanent residential'.</p> <p>Resolved: No response to be submitted.</p>
20/01025/RCN	<p>Use of land as holiday and touring caravan park (pursuant to the removal of condition 2 on planning appeal T/APP/5292/A/82/7780/09 to allow for all year round occupancy). Old Hall Caravan Park, Capernwray Road, Capernwray.</p> <p>Resolved: No response to be submitted.</p>
20/00925/LB	<p>Listed Building application to install a cavity drainage system and sump pump to cellar. Old Hall, Kirkby Lonsdale Road, Over Kellet.</p> <p>Resolved: No response to be submitted.</p>
20/01056/LB	<p>Listed building application for the installation of secondary glazing to all windows. Old Hall, Kirkby Lonsdale Road, Over Kellet.</p> <p>Resolved: No response to be submitted.</p>
<p>20/049 UPDATE ON PREVIOUS PLANNING APPLICATIONS</p> <p>The Clerk presented a report updating the status of previous planning applications. The report was noted.</p>	
<p>20/050 REMEMBRANCE AND CHRISTMAS 2020</p> <p>Remembrance</p> <p>The Chairman reported that the Lancashire Resilience Forum (LRF) had recently issued guidance on public events under current Covid-19 restrictions and that these effectively prevented the organisation of a Remembrance Service. Following discussion, Councillors agreed the wording of a letter for publication in the November OK View and on the Parish Council noticeboard, informing parishioners and expressing the Parish Council's sincere regret at the situation.</p> <p>The Clerk reported that the Parish Council had ordered a wreath, as in previous years and Councillors agreed that an additional donation should be made, bringing the Council's contribution up to £55.</p> <p>Resolved: That, in addition to the purchase of a wreath, a further donation be made to the Poppy Appeal, bringing the Parish Council's total outlay to £55.</p>	

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Christmas

Councillors discussed arrangements regarding the village Christmas Tree and agreed that the possibility of engaging someone to erect the tree should be investigated.

Action: The Clerk is to write to Aggregate Industries to formally request the provision of a tree, as in previous years. The Chairman will enquire whether Aggregate Industries are able to assist with the erection of the tree.

20/051 PARISH PLAN

(1) SpID Data

Councillor May presented a graphical analysis of data collected from the Kirkby Lonsdale Road SpID. A minor query regarding the recording of maximum speeds was raised for referral to the supplier. As with previous analysis, the data provided some useful insights into traffic behaviour on the Kirkby Lonsdale Road, with outgoing traffic raising the most concerns and the largest peaks in speed being early in the morning.

Building on discussions at the Council's previous meeting, it was agreed that the Parish Council should continue to monitor and analyse the data up to the end of the calendar year, and at that point aim to develop any trends and issues and trends arising in a report to the Lancashire Road Safety Partnership.

On the advice of the Parish Clerk, Councillors agreed that the SpID should be set to 'Spy Mode' (readings are still made, but no messages displayed) for a 7-day period in the near future, to provide an insight into its general effectiveness.

The Chairman thanked Councillor May for his work and insights in analysing the SpID data.

Action: The Clerk is to refer the query regarding recording of maximum speeds to the supplier. The Clerk will also arrange for the SpID to be placed in 'Spy Mode' for a 7-day period in the near future.

(2) Goosegate Plaque

The Chairman reported that the plaque had now been delivered and that he would be asking the Lengthsman to install it.

20/052 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

REPORTS FROM MEMBERS OF THE PUBLIC:

- (1) No matters reported.

CLERK'S REPORT:

- (2) **Review of the District Local Plan - Consultation.** The Clerk reported on information received from the City Council concerning a review of the recently adopted Local Plan. The City Council is undertaking the review to take account of the implications of the 'Climate Emergency' which it declared earlier in the year. A public consultation running until 20th November 2020 has been launched.

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Following discussion, it was agreed that Councillors should consider the consultation and discuss a response at the November meeting of the Parish Council. It was also agreed that the consultation be publicised to parishioners.

Actions: Councillors are to consider the consultation information in readiness to discuss a response at the November meeting of the Parish Council. The Clerk will also publicise the consultation on the Parish Council's noticeboard and website.

- (3) **Proposed DMMO, Borwick Lane to River Keer near Capernwray.** The Parish Clerk advised that he had received a consultation invitation from the County Council regarding an application for a DMMO to designate the above lane as a 'Restricted Byway'. The Clerk had forwarded to Councillors comments received from a resident noting that the owner of Kingfisher Lodge currently does a lot of work keeping the pathway clear and safe.

The Clerk had also reminded Councillors that floods in February 2020 had damaged the approaches to the packhorse bridge, which is a Grade II listed structure and it appeared that this damage had not yet been repaired.

Following discussion, Councillors concluded that they had no objection to the proposed DMMO.

Action: The Clerk to draft a consultation response to the County Council expressing no objection to the proposed DMMO and including the observations made by the resident and concerns over the ongoing state of repair of the packhorse bridge approaches.

MEMBERS' REPORTS:

- (4) **LALC.** The Clerk advised that the LALC AGM had just been announced, to be held remotely by Zoom on 14th November 2020. The Chairman is to consider the invitation.
- (5) **Quarries:** The Chairman reported that recent blasting had been carried within the established guidelines.
- (6) **Allotments:** Nothing to report.
- (7) **Village Hall.** Nothing to report.
- (8) **B4RN:** Nothing to report.
- (9) **Lengthsman:** No further matters reported.
- (10) **Other Matters.** Councillor Atkins suggested that, as remote meetings of the Parish Council were to continue for the foreseeable future, the Council should consider subscribing to a 'professional' version of the Zoom conferencing service. Councillors agreed that this should be investigated.

Action: The Clerk to investigate the costs and benefits of subscribing to a 'professional' version of the Zoom conferencing service.

CITY AND COUNTY COUNCILLORS' REPORTS:

- (11) No further reports were received.

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20/053 PAYMENT OF ACCOUNTS

Payee & Detail	£
Over Kellet Village Hall – September Parish Council Meeting	14.00
Derek Whiteway, Parish Clerk Salary and Expenses, September 2020	198.15
HMRC – PAYE September 2020	47.80

Resolved: that the above accounts be paid.

20/054 DATE & TIME OF NEXT MEETING

The next meeting of the Parish Council is scheduled to be held on Tuesday, 10th November 2020, using Zoom video conferencing, commencing at 7.15pm.

The meeting closed at 8:50pm

Clerk of the Council

Chairman

Date:

Agenda Item: 5

Planning Application Comments & Decisions

Update for October – November 2020

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
20/00136/FUL - Erection of one dwelling (C3) with associated access and regrading of land. Field Adjacent to Woodlands View, Over Kellet.	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.	Application Permitted
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.	It was agreed that the response agreed to the original application, ref 19/01034/CU should be re-submitted.	Appeal Dismissed
20/00692/PLDC Change of use of bistro and bar (A3) into office (B1). Clear Water Bistro And Bar, Clear Water Fisheries, Kellet Lane, Over Kellet.	No comments submitted (Minute 20/028)	Lawful Development Certificate Granted
20/01011/AD -Agricultural determination for the erection of a storage building. Green Pastures, Capernwray Road, Capernwray.	No comments submitted (Minute 20/048)	Prior Approval Refused

Part B – Undecided Applications

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.

Part B – Undecided Applications

20/00405/REM - Reserved Matters application for the erection of 55 dwellings, associated accesses and alterations to land levels. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.

Response submitted expressing concerns or raising questions about the following aspects of the application:

1. The proposed spread, density and design of the affordable housing units;
2. Arrangements for the future management and maintenance of proposed recreational areas and associated landscaping; and
3. Aspects of the proposed Traffic Management Strategy (TMS) and the Construction and Traffic Method Statement (CTMS).

(Minute 20/016)

20/00395/FUL - Change of use and conversion of redundant agricultural barns to create three 4-bed residential dwellings, construction of boundary wall, erection of garages and outbuildings with associated access. Hall Farm Barns, Kellet Road, Over Kellet.

No comments submitted (Minute 20/016)

20/00396/LB - Listed building application for works to internal walls, installation of partition walls, installation of new roof structures and replacement roof trusses, replacement doors and windows, creation of additional window openings, construction of boundary wall, erection of garages and outbuildings with associated access. Hall Farm Barns, Kellet Road, Over Kellet.

No comments submitted (Minute 20/016)

20/00912/FUL - Change of use of agricultural land and buildings to agricultural livestock haulage depot, erection of an agricultural livestock and HGV maintenance building, and retention of an area of hardstanding (part retrospective). Field At Grid Reference 351950 471570, Netherbeck, Carnforth.

No comments submitted (Minute 20/048)

20/00810/FUL - Retrospective application for the installation of a sewage treatment plant and associated hardstanding. Old Hall Caravan Park, Capernwray Road, Capernwray.

No comments submitted (Minute 20/048)

20/00811/RCN - Change of use of agricultural land/recreation area to extension to existing holiday caravan park for additional forty caravans and create open space/recreation area and installation of sealed tank (pursuant to the removal of condition 4 on planning permission 92/01130/FUL to allow for all year round occupancy). Old Hall Caravan Park Capernwray Road Capernwray

No comments submitted (Minute 20/048)

20/01025/RCN - Use of land as holiday and touring caravan park (pursuant to the removal of condition 2 on planning appeal T/APP/5292/A/82/7780/09 to allow for all year round occupancy). Old Hall Caravan Park, Capernwray Road, Capernwray.

No comments submitted (Minute 20/048)

Part B – Undecided Applications

20/00925/LB - Listed Building application to install a cavity drainage system and sump pump to cellar. Old Hall, Kirkby Lonsdale Road, Over Kellet.

No comments submitted (Minute 20/048)

20/01056/LB - Listed building application for the installation of secondary glazing to all windows. Old Hall, Kirkby Lonsdale Road, Over Kellet.

No comments submitted (Minute 20/048)

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BUDGET MONITORING - AS AT 31/10/2020

A. Budget Headings	2020/21 Budget	2020/21 Forecast		
		To Date	Nov-Mar	Forecast
Receipts				
Precept	8,100	8,100		8,100
Allotment Annual Rent	40		40	40
Wind Turbine Grant	1,130	1,142	-	1,142
PRoW Local Delivery Grant	250	500	-	500
Miscellaneous Receipts	-	-	-	-
Bank Interest	30	16	14	30
VAT Reclaimed	-	505	-	505
Total Receipts	9,550	10,263	54	10,317
Payments				
Recurring Expenses				
Clerk's Salary (incl PAYE)	2,770	1,618	1,180	2,798
Clerk's Expenses	240	22	40	62
Printing, Postage and Stationery	-	125	50	175
Lengthsman Scheme	2,950	1,852	100	1,952
Insurance	520	508	-	508
Grounds Maintenance - St Cuthberts	540	540	-	540
OK View - Annual Contribution	500	500	-	500
Twining Association - Annual Contribution	60	-	60	60
Audit Fees - External Audit	-	-	-	-
Audit Fees - Internal Audit	60	45	-	45
IT Expenses (Transparency Fund)	150	46	160	206
Emergency Plan Expenses	-	-	-	-
Councillors' Expenses	50	-	40	40
Hire of Venue	200	28	100	128
Rent of Bus Shelter	10	10	-	10
Xmas Tree Electricity	10	-	10	10
Repairs & Maintenance	100	-	100	100
Subscriptions	100	157	-	157
Remembrance Wreath & Expenses	55	-	-	-
Miscellaneous Expenses	60	-	40	40
Section 137 Expenditure	100	-	-	-
Bank Fees	75	36	36	72
Recoverable VAT	-	67	-	67
Sub-Total	8,550	5,554	1,916	7,470
Non-Recurring Expenses				
Goosegate Plaque	-	268		268
SpID Pole Installation	-	500		500
Loan to OK Covid-19 Support Team	-	500		500
Sub-Total	-	1,268	-	1,268
Total Payments	8,550	6,822	1,916	8,738
Net Receipts/Payments	1,000	3,441	-£1,862	1,579
B. Reserve Balances				
		31/03/2020 Balances	31/03/2021 Estimate	31/03/21 Forecast
General Reserve *		12,604	9,216	9,412
Parish Plan Support Reserve *		-	2,503	3,795
Wind Turbine Reserve		6,324	7,454	7,466
Emergency Plan Reserve		869	953	869
Transparency Reserve		92	76	114
Allotments Reserve		200	240	240
Gala Reserve		420	420	420
Total		20,509	20,862	22,088

* £4,563 transferred from General Reserve into the Parish Plan Support Reserve - min 20/018(6) refers