

OVER KELLET PARISH COUNCIL

Parish Council Meeting to be held remotely using 'Zoom' video conferencing on Tuesday, 8th December 2020, commencing at 7.15pm

Note to Parishioners

Members of the public are very welcome to attend this meeting using 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, 10th November 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, to raise the boundary wall to 1.8m, 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 – 04/12/20
20/01246/FUL	Erection of 9 dwellings with associated access and alterations to land levels . Land Southwest Of Church Bank Main Road, Over Kellet. Deadline for comments – 18/12/20
20/0243/TCA	Tree works, comprising: T1 (Hazel) - Coppice as part of garden maintenance; T2 & T3 (Hazel) - Pollard as part of garden maintenance; T4 (Rowan) – Fell . Dene Cottage, Kirkby Lonsdale Road, Over Kellet. Deadline for comments – 16/12/20

5. To receive an update on **planning authority decisions** on previously considered applications (Clerk's report to come).

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6. **Bay Authority Proposal.** To consider the current consultation by Lancaster, Barrow and South Lakeland district councils.
7. **Revised Budget 2020/21 and Draft Budget 2021/22.** To consider a report from the Parish Clerk (to come) and set the budget and precept for 2021/22.
8. **Parish Plan.** To consider progress on implementing 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	£
Tech-Hub (North-West) Ltd. Annual G-Suite licence to 30/11/21	55.15
Derek Whiteway, Parish Clerk Salary and Expenses, November 2020, comprising:	
Salary	£175.50
Mileage allowance	£7.20
	182.70
HMRC – PAYE October 2020	43.80

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

Derek Whiteway
Parish Clerk
2nd December 2020

Tel: 01524 64908
Email: clerk@overkelletpc.org

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Minutes of the Meeting held on Tuesday, 10th November 2020 at 7.15pm using Zoom video conferencing

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

County Councillor Phillippa Metcalfe
Derek Whiteway (Parish Clerk)

In attendance: Peter Clinch (Over Kellet View) and 2 members of the public attended the meeting.

20/055 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Jean Metcalfe.

20/056 MINUTES OF THE MEETING HELD ON TUESDAY, 13th OCTOBER 2020

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Tuesday, 13th October 2020** be approved and signed without further amendment.

Matters Arising:

(1) **Min 20/046(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.

Councillors discussed again the current uses and maintenance arrangements for the Church Bank green space. Acknowledging that the land is owned by the City Council, Councillors agreed that it would be helpful to have clarity over the planning designation of the area. It was agreed that the Lengthsman should be consulted over the ongoing maintenance arrangements and that a conversation with the City Council was required regarding future cutting arrangements.

Action: The Clerk to contact the City Council to request clarification over the designation of the Church Bank open space for planning purposes.

(2) **Min 20/046(4) Replacement of illegally removed trees.** The County Council had emailed the Clerk seeking to resume discussions and make progress with a planting programme. The Chairman had circulated to Councillors a note setting out his and Councillor Johnson's understanding of what had been agreed at a meeting with the City and County Council in February 2020. It was agreed that this note should be used as the basis of a response to the County Council.

Action: The Clerk to reply to the County Council with a view to resuming negotiations on this issue.

(3) **Min 20/050 Remembrance and Christmas 2020.** The Clerk reported that the Parish Council's agreed donation to the Poppy Appeal had not yet been made.

Action: The Chairman to forward to the Clerk the invoice for the Remembrance Wreath and the Clerk to arrange payment to the Poppy Appeal.

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- (4) **Min 20/052(10) Remote meeting arrangements.** The Clerk reported that he had taken out a professional subscription to the Zoom video conferencing software and that agreement had been reached with Aldcliffe with Stodday Parish Council to share the costs.

20/057 DECLARATIONS OF INTEREST:

No changes were reported.

20/058 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
20/01083/VCN	<p>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.</p> <p>Resolved: No response to be submitted.</p>
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>Resolved: No response to be submitted.</p>
20/01179/AD	<p>Agricultural determination for the erection of a storage building. Green Pastures Capernwray Road Capernwray</p> <p>Resolved: No response to be submitted.</p>
20/01212/FUL	<p>Erection of a detached garage. Tithe Barn, Capernwray Road, Over Kellet.</p> <p>Resolved: No response to be submitted.</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,</p>

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	<p>surface water and foul drainage). Land Adjacent To The Willows, Moor Close Lane, Over Kellet.</p> <p>Resolved: No response to be submitted.</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>Resolved: No response to be submitted.</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>Resolved: No response to be submitted.</p>
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.</p> <p>Resolved: No response to be submitted.</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.</p> <p>Resolved: No response to be submitted.</p>

20/059 UPDATE ON PREVIOUS PLANNING APPLICATIONS

The Clerk presented a report updating the status of previous planning applications. The report was noted.

20/060 REMEMBRANCE AND CHRISTMAS 2020

Remembrance

The Chairman reported that there had still been some confusion locally about arrangements to mark Remembrance Sunday. In the region of 20 people had attended the Village Green and a respectful and Covid compliant event had taken place.

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Christmas

The Clerk reported that Aggregate Industries had confirmed that a tree would be delivered to the Village Green by 10.00am on Saturday, 5th December 2020. A date for dismantling the tree had yet to be agreed. Following discussions, Councillors agreed that the tree should be taken down on Saturday, 9th January 2021.

Councillors discussed again the need for mechanical assistance with erecting the tree. The Chairman agreed to consult Aggregate Industries as to whether they are able to provide any help. It was also agreed that the Clerk draft a letter to David Walling asking if he is willing and able to provide any assistance.

Action: The Chairman will enquire whether Aggregate Industries are able to assist with the erection of the tree. The Clerk to draft a letter to David Walling asking if he is willing and able to provide any assistance

20/061 DISCOVERING OLD OVER KELLET

Councillors discussed the title for the guide, questioning whether the inclusion of the term 'walking guide' might present an inappropriate level of responsibility for people's safety when following routes. Having questioned the author, Peter Clinch and discussed this further, Councillors agreed not to propose a change to the title.

Councillors raised questions about the marketing of the guide and proposed print numbers. Mr Clinch advised that he would be seeking three quotes for printing once the guide is complete and that this could then be reviewed by the Parish Council. Councillors discussed possible marketing strategies, including free copies to all households; sales via the Village Shop and local caravan sites; and publication on the Parish Council website.

Agreed. Following discussion, it was agreed that publishing and marketing details be revisited once the guide was complete and more precise printing costs had been obtained.

20/062 REVIEW OF THE LOCAL PLAN

Councillors considered the City Council's recent invitation to all members of the public to enter into a consultation on an ongoing review of the recently adopted Local Plan, to build in measures in light of the Council's declared 'Climate Emergency'. The deadline for responses had been set as 20th November 2020.

The Chairman proposed that a response should be submitted including views that:

- a) the Parish Council feels that commercial developments in particular should be required to make use of solar panels; and
- b) in common with other areas, the Parish Council has growing concerns over the impact that future development may have on drainage systems and therefore the potential for increased numbers of flooding incidents. Councillors would welcome greater focus and priority on this issue within the Local Plan.

Following discussion, Councillors resolved to submit a response to the City Council expressing the views as proposed by the Chairman.

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Resolved: That the Parish Council submits a consultation response expressing views concerning a requirement for the use of solar panels in new commercial developments and stressing the adequate consideration of drainage systems in assessing proposed developments.

20/063 TRANSFORMING LANCASTER TRAVEL (TLT)

Councillors considered the County Council's recent invitation to all members of the public to enter into a consultation on a programme aiming "... to deliver a range of major transport improvements in the District of Lancaster to enable the city to grow and also to promote sustainable travel options to access the city centre". The first projects, which were being issued for consultation, were the M6 Junction 33 Link and the Lancaster City Centre Movement and Public Realm Strategy.

Councillors discussed several aspects of the proposals, including cycle lanes, the potential for additional future Park and Ride facilities close to motorway junctions (including junction 35) and the merits of the new Junction 33 proposals.

Resolved: Following discussion, Councillors agreed that they had no objections to raise and resolved not to submit a response to the consultation.

20/064 FINANCIAL MONITORING 2020/21 AND BUDGET 2021/22

The Clerk presented a budget monitoring statement for the period to 31st October 2020. The statement identified no matters requiring remedial action and a small number of areas where the Covid-19 emergency had impacted on spend. Overall, the Clerk was projecting net receipts for the year of £1,579, with a year-end balance on the General Reserve of £9,412.

The Clerk advised that the budget timetable for 2021/22 would require the Parish Council to submit its precept to the City Council in early February 2021 and that he would be submitting a draft budget to the December meeting for Councillors' consideration and decision. The Clerk asked that, prior to the December meeting, Councillors consider whether they felt any changes to the current budget framework should be considered for 2021/22 and to let him have details to incorporate into the draft proposals.

Councillors discussed the statement, with consideration being given to a suggestion by the Chairman that the Gala Reserve (£420) might be used to help fund a post-Covid community event.

Action: Councillors to inform the Clerk of any changes they would wish to see considered in setting the budget for 2021/22. The Clerk will present a draft budget for 2021/22 to the December meeting of the Parish Council.

20/065 PARISH PLAN

(1) Goosegate Plaque

The Chairman reported that arrangements were being made for the Lengthsman to install the plaque. The Chairman also reported that a suggestion had been made that, now that the entrance by Mill Beck, at The Narrows, had been widened, the possibility of installing a 'Mill Gate' plaque at that location be reconsidered.

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Following discussion, Councillors agreed that the site at Mill Beck remained too problematic in terms of safe access and property ownership to consider at this time.

(2) **SpID Data**

The Clerk reported that data collected from the Kirkby Lonsdale Road SpID during a week when it was set to 'spy mode' had shown a steady increase in the average speeds of vehicles entering the village. This suggested that the SpID was proving effective in encouraging drivers to reduce their speed when entering in that direction.

An attending member of the public commented on the frequency with which he had observed vehicles leaving the village at excessive speed and asked whether any measures could be added to cover outgoing traffic. Councillors then discussed the potential for future measures to reduce the speed of vehicles leaving the village on Kirkby Lonsdale Road. It was noted that these readings from the SpID were consistently much higher than for incoming traffic. Councillors agreed that this matter should be kept under review and considered at an appropriate future date.

20/066 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

REPORTS FROM MEMBERS OF THE PUBLIC:

- (1) No matters reported.

CLERK'S REPORT:

- (2) **DMMO Application for a new Bridleway, Lord's Lot Road.** The Clerk had circulated to Councillors a consultation invitation from the County Council regarding an application made for Lord's Lot Road to be designated as a new Bridleway. The Chairman commented that, having walked along the road recently, he had concerns about the current condition of the path in wet conditions and even more so if regularly used by horses. Following discussion, Councillors agreed not to submit any comments at this stage.
- (3) **Parish Council areas of responsibility.** Following a suggestion by Councillor May, Councillors discussed whether areas of responsibility, particularly those relating to land and property in the Parish, should be set out on the Parish Council website. Councillors agreed that a list of such responsibilities should be included at an appropriate place on the website.

Action: The Clerk to liaise with Councillors to identify and agree what content to add to the Parish Council website.

- (4) **Local Government Reorganisation.** The Clerk advised that he had received an email from the City Council's Leader and Chief Executive inviting the Parish Council to engage in discussions concerning proposals for local government reorganization in Cumbria and Lancashire and developing proposals for a local authority covering the Morecambe Bay area (Lancaster, South Lakes and Barrow district councils).

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County Councillor Williamson provided national and local background and context to the proposals and the consultation, noting that the business case needed to be submitted to the Government by 9th December 2020. Following discussion, Councillors asked the Clerk to forward the email for them to consider their response.

MEMBERS' REPORTS:

- (5) **LALC.** Nothing to report.
- (6) **Quarries:** The Chairman reported that a Quarry Liaison meeting was scheduled for 23rd November 2020.
- (7) **Allotments:** Nothing to report.
- (8) **Village Hall.** Nothing to report.
- (9) **B4RN:** Nothing to report.
- (10) **Lengthsman:** No further matters reported.
- (11) **Other Matters.**

Flooding in the parish. Councillor Johnson reported that flooding at The Narrows had recurred. County Councillor Williamson advised that County Highways had reported the installation of a chamber in the culvert and that residual stones had been cleared. A planning enforcement issue had arisen, however, in that the recent creation of a new drive had not connected drains to the culvert.

Councillor May reported that the Kirkby Lonsdale Road at Restarigg had been flooded again recently. County Councillor Williamson advised that this again was the subject of a planning enforcement matter and that she had also asked that Highways ensure that adequate diversion signage is erected in the event of any further incidents.

Broken paving stone. The Chairman reported that the broken paving stone on the footpath between Kirkby Lonsdale Road and Bay View had now been fixed.

CITY AND COUNTY COUNCILLORS' REPORTS:

- (12) No further reports were received.

20/067 PAYMENT OF 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.

Resolved: that the above accounts be paid.

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20/068 DATE & TIME OF NEXT MEETING

The next meeting of the Parish Council is scheduled to be held on Tuesday, 8th December 2020, using Zoom video conferencing, commencing at 7.15pm.

The meeting closed at 9:00pm

Clerk of the Council

Chairman

Date:

DRAFT