

# OVER KELLET PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 18<sup>th</sup> May 2021 at 7.15pm

**Present:** Councillor Graham Agnew – Chairman  
Councillors Derek Johnson and Martin May  
County Councillor Phillippa Williamson  
Derek Whiteway (Parish Clerk)

**In attendance:** Peter Clinch (Over Kellet View) and 6 members of the public.

### 21/014 APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillors Jean Metcalfe and Stephen Atkins.

### 21/015 ELECTION OF OFFICIALS 2021/22

- a) Election of Chair for 2021/22. It was proposed by Councillor May, seconded by Councillor Johnson and carried unanimously that Councillor Agnew is appointed Chairman for the 2021/22 municipal year.
- b) Election of Deputy Chair 2021/22. It was proposed by Councillor May, seconded by Councillor Agnew and carried unanimously that Councillor Atkins is appointed Deputy Chairman for the 2021/22 municipal year.
- c) The Chairman gave the Clerk his authority to sign electronically the Acceptance of Office of Chairman.

**Resolved:** That Councillor Agnew is appointed Chairman and Councillor Atkins appointed Deputy Chairman for the municipal year 2021/22.

### 21/016 DECLARATIONS OF INTEREST:

No further declarations or changes to existing declarations were made.

### 21/017 TO ELECT OFFICERS AND REPRESENTATIVES ON OUTSIDE BODIES AND GROUPS FOR THE MUNICIPAL YEAR 2021/22

The following appointments and group memberships were proposed and agreed unanimously:

a) Trustees of Thomas Withers Charity	Mrs P A Lawson (Chair), Mrs M Mosey, Mr J M Briggs, Councillor Mr G Agnew
b) Lancashire Association of Local Councils	Councillor Mr G Agnew
c) Quarry Liaison Committee	Councillor Mr D Johnson
d) Village Hall Committee	Councillor Mr S Atkins
e) Lengthsman Liaison and Village Tidy Group	Councillor Miss J Metcalfe
f) Allotments Association	Councillor Mr S Atkins
g) Emergency Planning Group	Councillors Mr G Agnew and Mr M May

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It was agreed to defer until the next meeting the making of an appointment to the Kellets Twinning Association.

## **21/018 CHAIRMAN'S ANNUAL REPORT 2020/21**

The Chairman presented his annual report verbally to the meeting. Councillors accepted the report and the Chairman asked the Clerk to publicise it to parishioners via the Parish Council's website.

## **21/019 MINUTES OF THE MEETING HELD ON TUESDAY, 13<sup>th</sup> APRIL 2021**

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Tuesday, 13<sup>th</sup> April 2021** be approved and signed without further amendment.

**Matters Arising:** No matters arising were reported or discussed.

## **21/020 FINAL ACCOUNTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/21**

The Clerk presented a report on the closure of the Council's Accounts for 2020/21 and submitted the draft AGAR for approval. The Internal Auditor's report was included in the AGAR, the auditor's opinion being that expected arrangements were in place; no issues or recommendations had been raised.

The Clerk advised that in his opinion, all expected governance arrangements set out in Section 1 of the AGAR were in place and the statement could be approved. Section 2 of the AGAR set out the Accounting Statements for 2020/21.

The Parish Council is once again entitled to claim exemption from external audit. The deadline for submitting the Statement of Exemption is 30th June 2021. The Clerk recommended that the AGAR be approved, and the period of public inspection be set as Monday, 7th June to Friday, 16th July 2021.

The Clerk reported that the balance on the General Account at 31<sup>st</sup> March 2021 stood at £10,316 compared with the agreed target balance of £8,000. The Clerk therefore recommended that some or all of the 'surplus' funds be transferred to earmarked reserves. Following discussion, it was agreed that a new Elections Reserve of £1,000 should be established and the remaining £1,316 transferred into the Parish Plan Support Reserve.

### **Resolved:**

- (1) That the Annual Internal Audit Report 2020/21 is noted and accepted.
- (2) That the Certificate of Exemption for 2020/21 is approved and signed.
- (3) That Section 1 of the AGAR – the Annual Governance Statement 2020/21, is approved.
- (4) That Section 2 of the AGAR – Accounting Statements 2020/21, is approved.
- (5) That the period for the exercise of public rights to inspect the accounts is set as Monday 7th June to Friday 16th July 2021 inclusive.
- (6) That an earmarked 'Elections Reserve' be created by a contribution of £1,000 from the General Account.
- (7) That a contribution of £1,316 be made from the General Reserve to the Parish Plan Support Reserve

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## 21/021 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
21/00363/FUL	<p><b>Relevant demolition of existing lean to, outriggers and agricultural buildings and change of use and conversion of existing barns to 5 dwellings (C3), installation of rooflights, replacement windows/doors, erection of detached garages, with associated access, parking and landscaping and erection of boundary walls, gates and fence.</b> Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.</p> <p><b>Resolved:</b> No response to be submitted.</p>
21/00358/LB	<p><b>Listed building application for removal of internal walls, works to partition walls, construction of replacement roof, alterations to existing openings, replacement window cills, installation of glazed entrance, installation of replacement windows/doors, reinstate first floor window, removal of concrete floor, installation of concrete floor, installation of steel frame, timber floor, insulated concrete slab, cast iron gutters, repointing, stonework, removal of external stairs, installation of rooflights, demolition of existing lean to, outriggers and outbuildings, erection of detached garages, erection of boundary walls, gates and fence and retrospective installation of steel frame, replacement roof, replacement leadwork, lime pointing and ridge, removal of internal wall, removal of suspended timber first floor, installation of replacement windows/doors and rooflights.</b> Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.</p> <p><b>Resolved:</b> No response to be submitted.</p>
21/00443/FUL	<p><b>Construction of a manège with altered land levels and associated hardstanding.</b> Stables on Field Number 0045, Capernwray Road, Capernwray.</p> <p><b>Resolved:</b> No response to be submitted.</p>
21/00543/FUL	<p><b>Erection of 20 holiday chalets with associated access, car parking, landscaping and installation of a package treatment plant.</b> Jackdaw Quarry Capernwray Road Capernwray</p> <p>Councillors and members of the public expressed concerns about the potential traffic impacts of the proposed development. The location is particularly known for chronic traffic issues created by customers attending the Diving Centre. Councillor Johnson reported that he also had some concerns over the proposed package treatment plant</p>

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and the potential for seepage into the quarry itself. Councillor Johnson advised that he intended to investigate this matter further.

In connection with existing traffic issues at Jackdaw Quarry, the Chairman asked everyone present to try to obtain information and photographic evidence if possible and pass this on to the Parish Clerk.

**Resolved:** That Councillors Johnson and May will liaise with the Clerk to draft a response objecting to the development on the grounds of traffic impacts and, if necessary, the potential issues regarding the proposed package treatment plant.

## 21/022 UPDATE ON PREVIOUS PLANNING APPLICATIONS

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

Councillors and members of the public discussed potential practical issues resulting from the now approved development for 55 properties at Old Hall Farm. Particular concerns were expressed over traffic and waste, especially the scope for conflict between construction traffic attending this, and other sites in the parish.

Councillor May commented, in relation to the planned development of 22 houses adjacent to Church Bank/Greenways, that a proposed contribution for provision of a bus stop opposite the Village Hall would not be required as there was currently no room to install one. Following discussion, it was agreed that enquiries should be made to ascertain who owns the land at this point and establish whether the owner would be willing to lease a small plot to the Parish Council to install a bus stop (as per the arrangement with the Village Hall on the other side of the road).

**Agreed:** That enquiries be made to ascertain who owns the land to the West of Nether Kellet Road, opposite the Village Hall and to establish whether the owner would be willing to lease a small plot to the Parish Council to install a bus stop.

## 21/023 PAROCHIAL CHURCH COUNCIL OF ST CUTHBERT'S CHURCH

The Clerk presented a letter from the Secretary of the Parochial Church Council of St Cuthbert's Church requesting that the Parish Council again provide financial support for the grounds maintenance of the churchyard, car park and verges.

The Clerk advised Councillors that a contribution of £540 had been made in recent years and that the same sum had been included in the Council's budget for 2021/22. Councillors resolved unanimously that a contribution of £540 be made to the PCC.

**Resolved:** That a contribution of £540 be made to the Parochial Church Council of St Cuthbert's Church to support the grounds maintenance of the churchyard, car park and verges.

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## 21/024 PARISH PLAN

(1) **Information Plaques**

There was general agreement that, following the installation of the Goosegate plaque, further consideration should be given to providing similar plaques at the other three entrances to the village, i.e. Moor Gate, Mill Gate, and Kirk Gate.

(2) **SpID**

No further progress to report

## 21/025 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

### REPORTS FROM MEMBERS OF THE PUBLIC:

(1) **Dog Fouling.** A resident and Councillor May reported that there had been no significant recent incidents of dog fouling in the previously identified problem areas.

(2) **Vermin.** The Chairman reported that several residents had commented recently about the presence of large rats in the village. Following discussion, it was agreed that people scattering food for birds could be one of the causes of an increase in rat sightings. Councillors concluded that the City Council pest control service would be unable to assist unless a specific nest or nests were identified.

It was also reported that there appeared to be an increase in crows and magpies killing and eating young birds. Again, no practicable solution was identified.

(3) **Footpath between Kirkby Lonsdale Road, Kirklands and Nether Kellet Road (1-24-FP9).** A member of the public reported that she had personally swept sections of the footpath and trimmed intrusive vegetation and asked if the Lengthsman could be requested to maintain the footpath. The Chairman advised that the Parish Council was planning to approach the County Council to request that they improve the surface of this footpath, but that issues relating to maintenance of the verges/hedges and the tidiness of the path will be discussed with the Lengthsman.

The member of the public also noted that problems remained of a drain from a property on Leaper's View discharging water onto this footpath. It was agreed that the Clerk will again contact the homeowners concerned to try and resolve the matter.

**Action:** Issues relating to maintenance of the verges/hedges and the tidiness of the footpath will be discussed with the Lengthsman. The Clerk will again contact the homeowners concerned to try and resolve the discharge of surface water onto the public footpath.

### CLERK'S REPORT:

(4) **Tree Planting Proposals.** The Clerk reported that he had again asked for an update on discussions regarding the proposals to replace 3 lime trees removed from the verge adjacent to Hall Garth Gardens. A response was awaited from the relevant officer at the County Council.

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- (5) **Verge damage at the Millennium Stone.** The Clerk reported that the Lengthsman has asked whether any progress had been made with action to reinstate the verge following electrical contractor activity. It was agreed that the Clerk and County Councillors Williamson would follow up on this matter.

**Action:** The Clerk will liaise with County Councillor Williamson to seek a remedy to verge damage caused by highways contractors at the Millennium Stone.

## MEMBERS' REPORTS:

- (6) **LALC.** The Chairman had recently attended an online meeting/presentation by the City Council Leader on the Bay Authority Proposals. It was unclear what the current state of play was regarding the various proposals put forward for unitary authorities within Lancashire and Cumbria.
- (7) **Quarries.** The Chairman reported that a viewing platform was now being erected at Leaper's Wood Quarry, just through the woods, and was soon to be completed.
- (8) **Allotments.** Nothing to report.
- (9) **Village Hall.** Nothing further to report.
- (10) **B4RN.** Nothing to report.
- (11) **Lengthsman.** Nothing further to report.
- (12) **Other Matters.**

A member of the public asked whether the Parish Council was considering any arrangements for a 'post-covid' community event, once restrictions were lifted. The Chairman advised that he was aware that the Village Hall Coordinator had made some initial suggestions. Following discussion, it was agreed that this should be pursued and the scope for the Parish Council to underwrite an event should be explored.

**Action:** The possibility of staging a 'post-covid' community event should be pursued with the Village Hall Committee and the scope for the Parish Council to underwrite an event should be considered.

## CITY AND COUNTY COUNCILLORS' REPORTS:

- (13) The Clerk advised that, following the recent by-election, arrangements would be made to contact newly elected City Councillor Stuart Morris and invite him to attend future meetings of the Parish Council.

**Action:** The Clerk will contact newly elected City Councillor Stuart Morris and invite him to attend future meetings of the Parish Council.

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## 21/026 PAYMENT OF ACCOUNTS

The Clerk advised Councillors that the amounts shown on the agenda for his salary and expenses, and for PAYE were incorrect and should read £174.46 and £41.60 respectively.

Payee & Detail	£
Parochial Church Council of St Cuthbert's Church (see minute 21/	540.00
BHIB Ltd – Insurance Renewal 2021/22	513.13
Dawn Allen – Internal Audit 2020/21	45.00
Mike Ashton – mower fuel and materials 2020/21	90.00
Derek Whiteway, Parish Clerk - Salary and Expenses, April 2021	174.46
HMRC – PAYE April 2021	41.60

**Resolved:** that the above accounts be paid.

## 21/027 DATE & TIME OF NEXT MEETING

The next Council meeting is to be held on Tuesday, 8<sup>th</sup> June 2021 at Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 8.45pm

Clerk of the Council



Chairman



Date: 8<sup>th</sup> June 2021