

OVER KELLET PARISH COUNCIL

Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 8th June 2021, commencing at 7.15pm

Note to Parishioners

The Parish Council has resumed its meetings in the Village Hall and parishioners are welcome to attend. The Village Hall Committee has, however, established limits on the numbers able to use the hall at this point and procedures to meet ongoing Covid restrictions. These will be observed at the meetings.

As an alternative to attending the meeting, if parishioners have any comments or questions to raise on an agenda item, they are encouraged to do so in writing to the Clerk at clerk@overkelletpc.org

AGENDA

1. **Apologies.**
2. **Minutes of the Annual Meeting held on Tuesday, 18th May 2021** (attached).
3. **Declarations of Interest.**
4. **The Kellets Twinning Association.** To elect a Council representative for the municipal year 2021/22 (item deferred from the last meeting).
5. **Planning Applications.** To consider and comment on new planning applications received since the last meeting, as set out below (substantive matters for consideration are **set out in blue**):

Application No:	Description
21/00543/FUL	Further consideration of the following application: Erection of 20 holiday chalets with associated access, car parking, landscaping and installation of a package treatment plant. Jackdaw Quarry Capernwray Road Capernwray.
20/01072/REM, 20/01073/FUL, 20/01220/VCN	Further consideration of the following applications: Land South East of Church Bank, Church Bank, Over Kellet.
	No new consultations have been received since the last meeting

6. **Planning Authority Decisions.** To receive an update on previously considered applications. Clerk's report attached.
7. **Lengthsman Contract.** To consider a request from Bolton Le Sands Parish Council for the Parish Council's views on future management of the Lengthsman contract.
8. **Parish Plan.** To consider progress on implementing the Parish Plan.

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- 9. Public Discussion and Update Reports.** 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	£
Over Kellet Village Hall – Hire of meeting room, May 2021	14.00
Derek Whiteway, Parish Clerk - Salary and Expenses, May 2021	167.06
HMRC – PAYE May 2021	41.80

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

Derek Whiteway
Parish Clerk
2nd June 2021

Tel: 01524 64908
Email: clerk@overkelletpc.org

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Minutes of the Annual Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 18th 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, 13th APRIL 2021

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Tuesday, 13th 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 31st 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 Section 1 of the AGAR – the Annual Governance Statement 2020/21, is approved.
- (3) That Section 2 of the AGAR – Accounting Statements 2020/21, is approved.
- (4) 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.
- (5) That an earmarked 'Elections Reserve' be created by a contribution of £1,000 from the General Account.
- (6) 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>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. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.</p> <p>Resolved: No response to be submitted.</p>
21/00358/LB	<p>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. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.</p> <p>Resolved: No response to be submitted.</p>
21/00443/FUL	<p>Construction of a manège with altered land levels and associated hardstanding. Stables on Field Number 0045, Capernwray Road, Capernwray.</p> <p>Resolved: No response to be submitted.</p>
21/00543/FUL	<p>Erection of 20 holiday chalets with associated access, car parking, landscaping and installation of a package treatment plant. 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 and the potential for seepage into the quarry itself. Councillor Johnson advised that he intended to investigate this matter further.</p>

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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 South 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.

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.

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(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.

(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.

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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.

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.

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21/027 DATE & TIME OF NEXT MEETING

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

The meeting closed at 8.45pm

Clerk of the Council

Chairman

Date:

DRAFT

Agenda Item: 6

Planning Application Comments & Decisions

Update for May – June 2021

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
20/01192/VCN - 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.	No comments submitted (Minute 20/058)	Application Permitted
20/01193/VCN - 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.	No comments submitted (Minute 20/058)	Application Permitted

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.

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)

20/01072/REM Reserved matters applications for the erection of 15 dwellings. Land South East of Church Bank, Church Bank, Over Kellet.

20/01073/FUL Erection of 7 dwellings and associated access road. Land South East of Church Bank, Church Bank, Over Kellet.

20/01220/VCN Outline application for the erection of up to 15 dwellings and creation of a new access (pursuant to the variation of condition 2 on approved application 16/01572/OUT to amend the red edge of the approved location plan). Land South East of Church Bank, Church Bank, Over Kellet.

A response was submitted objecting to all three of the applications covering the following areas of objection (Min 20/083):

- a) ground conditions and drainage issues;
- b) ecological impacts;
- c) traffic and access impacts; and
- d) housing need in the village.

20/01154/FUL - Erection of a replacement stable and storage building. Pastordale Farm, Kellet Lane, Over Kellet.

No comments submitted (Minute 20/083)

20/01201/FUL - 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.

No comments submitted (Minute 20/058)

Part B – Undecided Applications

20/01246/FUL - Erection of 9 dwellings with associated access and alterations to land levels. Land Southwest Of Church Bank Main Road, Over Kellet.

Response submitted objecting to the following aspects of the application:

- a) The future of the beck on the western boundary of the site, and potentially adverse impacts of increased rainwater 'run-off' on drainage systems; and
- b) the impact of the development on the landscape and visual amenity, in particular any impact on views towards and from St Cuthbert's church.

Also to express concerns about the suggestion of an access route being introduced through an area of protected trees on the northern boundary of the site. (Minute 20/072)

20/01371/LB - Listed building application for the erection of a boundary wall and gate, removal of external render, repairs to stonework, repointing, relocation of rainwater and soil pipes from rear to eastern elevation, removal and installation of internal partition walls, removal of plaster to internal walls and ceiling, repointing to internal walls and installation of supporting gallows post to support existing beam, removal of flooring and floor joints, lowering of part of the floor and installation of new flooring and removal of internal garden wall. Yew Tree House, Kirkby Lonsdale Road, Over Kellet

No comments submitted (Minute 20/083)

20/01373/FUL - Change of use of agricultural land to site 27 static caravans with alterations to land levels, creation of an access track, amenity areas, hardstandings and installation of a package treatment plant. New England Caravan Park, Capernwray Road, Capernwray, Carnforth.

No comments submitted (Minute 20/092)

20/01462/FUL - Demolition of two existing stable buildings and erection of three single storey buildings for use as office (Class E) and training facilities (Class F1) with staff facilities building and stable block. Addington Lodge Addington Road Nether Kellet.

Response submitted expressing concerns over the apparently commercial development in a rural setting and the potential for this to lead to further development in the future, not only of this particular site, but the overall business including the adjacent chicken farm. Also, concerns relating to sustainability issues and traffic impacts (Minute 20/092).

20/01463/FUL - Erection of a part two storey, part single storey, front, side and rear extension and erection of a detached garage. 15 Church Bank, Over Kellet.

No comments submitted (Minute 20/092)

21/00076/FUL - Change of use of land for the siting of seven static caravans with associated amenity space and landscaping. Redwell Caravan Park, Kirkby Lonsdale Road, Arkholme.

No response to be submitted (Minute 20/101).

21/00105/FUL - Erection of a two storey detached dwelling house (C3). Land Adjacent Hill Top Farm, Kellet Road, Over Kellet.

Response submitted making no objection in principle to the application but expressing concerns over the proposed disposal of all surface water via the mains sewer (Minute 20/101)

Part B – Undecided Applications

21/00116/VCN - Erection of a block of five stables and farm office block (pursuant to the variation of conditions 3 and 6 of planning permission 12/00505/FUL to amend plans and change the wording of the use of the buildings condition). Addington Lodge, Addington Road, Nether Kellet.

Subject to further research by the Clerk and Councillor Metcalfe to confirm the details of the application, a response be submitted objecting to any further commercial development at the site (Minute 20/101). Subsequently confirmed that no response should be submitted.

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, as amended by 94/00002/FUL). Old Hall Caravan Park, Capernwray Road, Capernwray.

No response to be submitted (Minute 21/004).

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 response to be submitted (Minute 21/004).

21/00363/FUL - 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. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.

No response to be submitted (Minute 21/021).

21/00358/LB - 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. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.

No response to be submitted (Minute 21/021).

21/00443/FUL - Construction of a manège with altered land levels and associated hardstanding. Stables on Field Number 0045, Capernwray Road, Capernwray.

No response to be submitted (Minute 21/021).

Part B – Undecided Applications

21/00543/FUL - Erection of 20 holiday chalets with associated access, car parking, landscaping and installation of a package treatment plant. Jackdaw Quarry Capernwray Road Capernwray

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. (Minute 21/021)