

OVER KELLET PARISH COUNCIL

Parish Council Meeting to be held at the Over Kellet Village Hall on
Tuesday, 14th September 2021, commencing at 7.15pm

A G E N D A

1. **Apologies.**
2. **Minutes of the Meeting held on Tuesday, 13th July 2021** (attached).
3. **Declarations of Interest.**
4. **Planning Applications.** To consider and comment on new planning applications received since the last meeting, as set out below (substantive matters are **set out in blue**):

Application No:	Description
21/00705/OUT	Outline application for the development of one agricultural workers dwelling and sewage treatment plant. Field At Grid Reference 351950 471570. Netherbeck. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">No response submitted</div>
21/00741/FUL	Change of use of car park for the siting of two timber pods for use as holiday lets in association with Red Well Inn with associated landscaping and parking and installation of a package treatment plant. Redwell Inn, Kirkby Lonsdale Road, Arkholme. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">No response submitted</div>
21/00723/FUL	Demolition of existing conservatory at first floor level, erection of a first floor rear extension and construction of elevated walkway incorporating balustrade. 8 Woodlands View, Over Kellet. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">No response submitted</div>
21/01042/ADV	Advertisement application for the display of two non-illuminated freestanding signs and two flagpoles. Old Hall Farm, Kirkby Lonsdale Road, Over Kellet. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Deadline for comments – 11th September 2021</div>
21/0160/TPO	x5 Common Ash - Crown lift. x2 Hazel – Prune. Land Off Nether Kellet Road, Over Kellet. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Response submitted by 7th September deadline</div>
20/01072/REM 16/01572/OUT	Reserved matters applications for the erection of 15 dwellings. Land South East of Church Bank, Church Bank, Over Kellet. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Response submitted by 8th September deadline</div>

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Application No:	Description
21/00543/FUL	Erection of 19 holiday chalets with associated access, car parking, landscaping and installation of a package treatment plant (revised plans). Jackdaw Quarry, Capernwray Road, Capernwray. <div style="border: 1px solid black; background-color: #fce4d6; padding: 2px; margin-top: 5px;">Deadline for comments 23rd September 2021</div>

5. **Planning Authority Decisions.** To receive an update on previously considered applications. Clerk's report attached.
6. **Over Kellet View.** To determine the Parish Council's views and response to a letter from the OK View Editorial Board regarding the future of the newsletter (copy of the letter attached).
7. **Lengthsman Contract.** To review progress with new arrangements for managing of the Lengthsman contract (Clerk to report).
8. **Parish Plan.** To consider progress on implementing the Parish Plan.
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	£
Mike Ashton, Lengthsman – Services for weeks 14-22, 2021/22	399.00
Bay Typesetters – flyers for extraordinary meeting on 31/03/21	35.00
Derek Whiteway, Parish Clerk - Salary and Expenses, July-Aug 2021	395.58
HMRC – PAYE, July-Aug 2021	95.00

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

Derek Whiteway
Parish Clerk
8th September 2021

Tel: 01524 64908
Email: clerk@overkelletpc.org

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Minutes of the Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 13th July 2021 at 7.15pm

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

In attendance: Peter Clinch (Over Kellet View) and 3 members of the public.

21/039 APOLOGIES FOR ABSENCE:

No apologies for absence were received.

21/040 MINUTES OF THE MEETING HELD ON TUESDAY, 8th JUNE 2021

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Tuesday, 8th June 2021** be approved and signed without further amendment.

Matters Arising:

1) Minute 21/031 - The Kelleys Twinning Association.

The Clerk reported that he had received an email from Liz Brummit of The Kelleys Twinning Association, advising that there were currently two Over Kellet residents on the association, Alison Harper and Olivia Budd. It was agreed that Alison should be asked to be the Parish's nominated representative.

Action: Councillor May will speak to Alison Harper about being the Parish's nominated representative to the Twinning Association.

2) Minute 21/032 – Planning Application 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.

The Clerk reported that he had received an email from a Capernwray resident expressing disappointment at the account in Over Kellet View of the Parish Council's response to this application. Following discussion, Councillors agreed that a reply should be sent to the resident thanking her for the email and explaining the research undertaken by the Parish Council and the reasoning behind the response that it had submitted.

Action: The Clerk will send a reply to the resident thanking her for the email and explaining the research undertaken by the Parish Council and the reasoning behind the response that it had submitted.

3) Minute 21/035 – Speed Indicator Device.

Councillor Metcalfe and the Clerk reported that they had carried out further analysis of the data and were close to finalising a draft letter to the Lancashire Road Safety Partnership. It was agreed that the letter should be copied to a wide audience, including City and County Councillors, MP and the Lancashire Police & Crime Commissioner.

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Action: Councillor Metcalfe and the Clerk will finalise and issue the letter to the Lancashire Road Safety Partnership and others reporting concerns about vehicle speeds in the village.

4) Minute 21/036(1) Fallen footpath signpost.

The Clerk reported that the County Council's PRow Team had advised that they would only attend to issues such as this as part of a scheduled inspection visit. The Lengthsman was therefore being asked to inspect the signpost to see whether it could be restored or required replacing.

5) Minute 21/036(2) Village Pump.

There was no update on this matter, which is to be taken up with the Lengthsman.

6) Minute 21/036(4) Wilding of the Village Green.

Councillor Metcalfe reported that an area for 'wilding' had been designated and agreed with the Lengthsman to the rear of the shelter and another on the quadrant nearest the village shop where the bee orchid was present.

7) Minute 21/036(5) Kirkby Lonsdale Road surface.

The Clerk confirmed that issues with the sunken road surface had been reported to County Highways and a response was awaited.

8) Minute 21/036(6) Potholes on Nether Kellet Road.

Councillor Metcalfe confirmed that she had reported the potholes via the County Council's online service. The Chairman reported that a new pothole had recently developed near to the Porsche Garage.

9) Minute 21/036(7) Surveying activity on The Craggs.

The Clerk reported that he had made enquiries with the City Council and had been advised that they currently had no record or knowledge of a planned application for the site.

21/041 DECLARATIONS OF INTEREST:

No further declarations or changes to existing declarations were made.

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21/042 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
21/00534/FUL	<p>Construction of a raised roof to existing outbuilding, erection of rear and side extensions and construction of a balcony forming a part single storey part two storey outbuilding to create ancillary accommodation in association with Hobson House. Hobson House, Hobsons Lane, Capernwray.</p> <p>Resolved: No response is to be submitted.</p>
21/0118/TCA	<p>x1 Walnut - Crown lift, and reduce crown height and spread by 25% leaf cover. Greenbank Farm, Kellet Road, Over Kellet.</p> <p>Resolved: No response is to be submitted.</p>
21/00517/FUL	<p>Demolition of existing bungalow and erection of a replacement dwelling (C3), and change of use of agricultural land to residential land in association with Leapers Rock. Leapers Rock, Kellet Road, Over Kellet.</p> <p>Resolved: No response is to be submitted.</p>
21/00654/LB	<p>Listed building application for the partial demolition of rear outrigger, structural remedial works to external walls, re-pointing of stonework and removal and rebuilding of south west stone wall. 1 Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.</p> <p>Resolved: No response is to be submitted.</p>
21/00561/FUL	<p>Change of use of land for the siting of 42 static caravans to replace 45 touring caravans and the creation of an amenity area at Maggots Woodland. Castle View Caravan Park, Borwick Road, Capernwray.</p> <p>Resolved: No response is to be submitted.</p>

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21/043 UPDATE ON PREVIOUS PLANNING APPLICATIONS

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

The Clerk reported that, since publication of the agenda, approval had been given to planning application **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**

Councillor May advised that he had received a notification just before the meeting that planning application **20/01246/FUL, for the erection of 9 dwellings on land South-west of Church Bank**, had been refused.

Councillor May advised that the planning applications **20/01072/REM, 20/01073/FUL, and 20/01220/VCN relating to Land South East of Church Bank, Church Bank** were not scheduled to be considered at the next Planning Regulatory Committee on 19th July. Cllr May also advised that some objections had been submitted to the applicants' approach to by-passing, by the offer of a compensation payment, the need for a Great Crested Newt mitigation licence.

Planning application 20/00136/FUL – Land off Woodlands Avenue. The Clerk reported that the City Council's Development Management service had queried with the developer the purpose and plans regarding the widened access and track leading to the site and would be monitoring this matter.

21/044 LENGTHSMANS CONTRACT

The Clerk reported that he was still in negotiations with the Locum Clerk of Bolton-le-Sands Parish Council (BLSPC) about arrangements and transactions required to terminate the previous contract for Lengthsman services. The Clerk asked that the Parish Council delegate authority to him, in consultation with the Chairman, to conclude these negotiations and to initiate any payments necessary.

The Clerk reported that arrangements for managing a new, direct contract between the Parish Council and the Lengthsman were operating well.

Resolved: That authority is delegated to the Clerk, in consultation with the Chairman, to conclude negotiations with Bolton-le-Sands Parish Council to terminate the Lengthsman contract and to initiate any payments necessary.

21/045 REPLACEMENT TREE PLANTING PROGRAMME

Councillors discussed the latest proposals from the County Council for planting 7 trees within the parish, which included potential sites along the B6254 Kellet Road between the village and the M6 and along the former A601(M).

Following discussion, it was resolved that Councillors Agnew and Johnson would review the potential sites and submit a considered response to the County Council.

On the matter of the proposed replacement of 2 lime trees adjacent to Hall Garth Gardens, the Chairman advised that he would draft a response to the City Council regarding concerns over the potential impact on a neighbouring property.

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Resolved: That Councillors Agnew and Johnson will review the potential sites and submit a considered response to the County Council. Also, that the Chairman will draft a response to the City Council regarding the potential impact on a neighbouring property of plans to replace 2 lime trees adjacent to Hall Garth Gardens.

21/046 CARNFORTH TOWN COUNCIL NEIGHBOURHOOD DEVELOPMENT PLAN.

Councillors discussed a recently received invitation from Carnforth Town Council to comment on its draft Neighbourhood Development Plan. Councillors had had a limited time to consider the document before the meeting but had so far not identified anything that had a direct impact on Over Kellet parish.

Following discussion, it was resolved that individual Councillors should review the document and draft any response they felt appropriate. The Clerk will review individual Councillors' responses and prepare a co-ordinated response on behalf of the Parish Council.

Resolved: That individual Councillors will review the consultation document and draft any response they feel appropriate. The Clerk will prepare a co-ordinated response on behalf of the Parish Council.

21/047 PARISH PLAN

(1) Information Plaques

Councillors discussed again proposals for an information plaque to mark the position and history of a former Mill at The Narrows. Concerns remain about the safety of pedestrians stopping to look at a plaque in this vicinity and Councillors felt that further consideration of a suitable site was required before proceeding.

Councillor Metcalfe suggested that the parishioner who had proposed the plaque (and authored the wording of the Goosegate Plaque) be asked to provide a compilation of stories regarding the various historic sites around the village/parish.

Agreed: That Councillors will give further consideration to a suitable location for an information plaque marking a former Mill at The Narrows.

21/048 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES:

REPORTS FROM MEMBERS OF THE PUBLIC:

(1) Construction vehicles at West Penwyth.

The Chairman reported that he had recently received a phone call from a resident concerned about the number of vehicles parked on Kirkby Lonsdale Road in the vicinity of West Penwyth. The Police had also attended.

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(2) **Merefell House – Offer of assistance**

The Chairman reported that he had received an offer from Merefell House for their maintenance team to paint the shelter on the Village Green. Councillors agreed that, subject to consultation with the Lengthsman, the Chairman should reply, accepting the offer.

Action: That subject to consultation with the Lengthsman, the Chairman should reply, accepting the offer from Merefell House.

- (3) **Village Post Office and Shop.** The Editor of OK View reported that he had been copied into an email sent by a resident to the Parish Clerk and the City and County Councillors, seeking views on the potential closure of the village shop and Post Office. The Parish Clerk had not received the email and its details were not therefore fully available to Councillors. Councillors informally discussed the position as reported by the OK View editor without reaching any formal conclusions and asked that he forward the email to the Clerk for due consideration of the questions raised.

(4) **Porsche Garage site**

The Chairman reported that he had researched an access point into the site from the B6254 Kellet Road near the junction with the former A601(M). He advised that a pedestrian access path at this location was in the approved plans.

(5) **Hedges on Kellet Road and Nether Kellet Road.**

A member of the public commented that the hedges bordering the B6254 Kellet Road footpath were becoming overgrown, as was the hedge leaving the village on the Nether Kellet Road. It was agreed that the Clerk should contact the landowner regarding the Kellet Road hedgerows and ask for trimming work to be carried out.

Councillor Metcalfe advised that she had spoken to the St Cuthbert's PCC secretary, who was to ask the landowner to cut the Nether Kellet Road hedges.

Action: The Clerk is to contact the landowner responsible for hedges bordering the B6254 Kellet Road footpath to request trimming work.

CLERK'S REPORT:

(6) **Lancashire County Council PRow 'Local Delivery Scheme' 2021/22**

The Clerk reported that he had recently received from the County Council an invitation to apply for financial assistance for 2021/22 under the Local Delivery Scheme. The deadline for applications was 31st August 2021. Councillors agreed unanimously that an application should be submitted.

Resolved: That the Clerk should apply to be included in the County Council's 2021/22 Local Delivery Scheme.

MEMBERS' REPORTS:

- (7) **LALC.** The Chairman reported that the local LALC group was planning to hold fewer meetings in the future and that these would generally be online using Zoom.

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- (8) **Quarries.** Councillor Johnson advised that there were plans to extend the quarries by digging deeper and that this would require an Environmental Impact Assessment and Scoping Study. As part of this, arrangements had been made for air quality monitors to be installed at locations within the parish. Members of the public commented on their experience of dust accumulating on trees and windows.

Councillor Johnson reported that there had been 6 blasts since the last report, all of which had been well within the established limits.

Action: The Clerk is to write to thank a resident who has volunteered to host one of the air quality monitoring devices.

- (9) **Allotments.** Nothing to report.
- (10) **Village Hall.** Nothing further to report.
- (11) **B4RN.** Nothing to report.
- (12) **Lengthsman.** Councillor May queried whether mowing of the Church Bank open space was now to be carried out by the Lengthsman and reported that a resident had recently done some mowing. It was agreed that arrangements should be clarified with the Lengthsman.

Action: Councillor Metcalfe and the Clerk will clarify arrangements with the Lengthsman regarding mowing of the Church Bank open space.

- (13) **Other Matters.**

Councillor Metcalfe reported that a 30mph road sign on the B6254 Kellet Road before the entrance to The Narrows, had disappeared and another one was currently obscured. It was understood that County Councillor Williamson had reported these issues and it was agreed that they need following up.

Action: Councillor Metcalfe and the Clerk will liaise with County Councillor Williamson to follow up on the missing and obscured speed limit signs.

CITY AND COUNTY COUNCILLORS' REPORTS:

- (14) No additional reports were received.

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21/049 PAYMENT OF ACCOUNTS

Payee & Detail	£
Over Kellet Village Hall – Hire of meeting room, 8 th June 2021 and 13 th July 2021	28.00
Mike Ashton, Lengthsman – Services for weeks 9-13, 2021/22	322.46
Derek Whiteway, Parish Clerk - Salary and Expenses, June 2021	184.85
HMRC – PAYE, June 2021	41.80

Resolved: That the above accounts be paid. Also, subject to agreement between the Clerk and Chairman, advance approval is given to any payment necessary to Bolton-le-Sands Parish Council to conclude the termination of the previous Lengthsman agreement (Minute 21/044 refers).

21/050 DATE & TIME OF NEXT MEETING

The next Council meeting is to be held on Tuesday, 14th September 2021 at Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 8.55pm

Clerk of the Council

Chairman

Date:

Agenda Item: 5

Planning Application Comments & Decisions

Update for July – September 2021

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
Part A – Applications decided since the last update		
21/0118/TCA x1 Walnut - Crown lift, and reduce crown height and spread by 25% leaf cover. Greenbank Farm, Kellet Road, Over Kellet.	No response to be submitted (Minute 21/042).	Application Permitted
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)	Application Permitted
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)	Application Permitted
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)	Application Refused

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
20/01154/FUL - Erection of a replacement stable and storage building. Pastordale Farm, Kellet Lane, Over Kellet.	No comments submitted (Minute 20/083)	Application Withdrawn

Part B – Undecided Applications

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.

A letter was submitted to the City Council expressing concerns over the way in which the development and applications are being progressed and the potential impacts of current plans on groundwater levels at the site. (Minute 21/032)

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

20/01371/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).

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).

21/00116/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).

Part B – Undecided Applications

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).

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

A response is to be submitted reiterating concerns over the impact on the Parish of incremental increases in the number of caravans and holiday homes and supporting the conclusions and comments made by the GMEU regarding impacts on the Biological Heritage Site. (Minute 21/032)

21/00534/FUL - Construction of a raised roof to existing outbuilding, erection of rear and side extensions and construction of a balcony forming a part single storey part two storey outbuilding to create ancillary accommodation in association with Hobson House. Hobson House, Hobsons Lane, Capernwray.

No response to be submitted (Minute 21/042).

21/00517/FUL - Demolition of existing bungalow and erection of a replacement dwelling (C3), and change of use of agricultural land to residential land in association with Leapers Rock. Leapers Rock, Kellet Road, Over Kellet.

No response to be submitted (Minute 21/042).

21/00654/LB Listed building application for the partial demolition of rear outrigger, structural remedial works to external walls, re-pointing of stonework and removal and rebuilding of south west stone wall. 1 Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.

No response to be submitted (Minute 21/042).

Part B – Undecided Applications

21/00561/FUL - Change of use of land for the siting of 42 static caravans to replace 45 touring caravans and the creation of an amenity area at Maggots Woodland. Castle View Caravan Park, Borwick Road, Capernwray.

No response to be submitted (Minute 21/042).

Agenda Item 6

The Future of *Over Kellet View* – Paper to Over Kellet Parish Council and St Cuthbert's Parochial Church Council

In the February 2021 edition of *Over Kellet View* (OKV) Peter Clinch gave notice of his wish to retire from the post of Editor (after four years in the post) with the publication of the December 2021 edition. The vacancy has been advertised in most issues since then but no volunteers have come forward from the community. More recently Paul Budd, who is the Technical Editor responsible for assembling into the magazine format the forty or so files of adverts, text and pictures ready for the printer, is also hoping to retire, or at least to reduce his role in OKV, because of increasing business commitments. Paul has been in his current role since the beginning of 2018.

Volunteer commitment required to run the magazine

Five unpaid volunteers contribute to the preparation and distribution of each issue. Peter commits between twenty-five and thirty hours per issue to:

- a) monitor the OKV mailbox daily and respond to e-mails
- b) commission articles from authors
- c) take photographs of newsworthy events and write them up
- d) liaise with authors
- e) receive articles
- f) convert articles to OKV standards for format, grammar, punctuation and general presentation using the style guide
- g) work with the proof reader (Verity Clinch, who will retire at the same time as Peter) to achieve the above standards. The proof reader also works with Paul at the final stage to correct any changes caused by the software when transferring the .docx files to MS Publisher format, spending a total of six or seven hours on each issue
- h) write the majority of Editorials
- i) update the Village Listings page, provide details of changes to the Directory and Local Services listings for Paul to incorporate - this includes regularly checking Stagecoach bus timetables
- j) act as the first point of contact for prospective advertisers
- k) liaise with advertisers and with Paul over technical issues
- l) prepare the folder of advert files for each issue ready for Paul to integrate with articles
- m) lead the Editorial Team, including arranging its meetings and also arranging the annual meeting of the Management Board, and servicing both Committees with necessary papers.

Paul spends eight to ten hours on each issue of OKV preparing the final-format Microsoft Publisher version of the magazine for printing and uploading to the Village website. He also offers technical support, manages the magazine's e-mail and Dropbox accounts and maintains the digital archive. He also conducts the monthly draw for the 200 Club and maintains the associated records.

Josie Candlin manages the dozen or more volunteers who distribute the four hundred copies of each of the ten issues of the magazine published each year.

Lesley Gee manages the renewal of adverts and income from advertisers, the Parish Council (PC), the Parochial Church Council (PCC), additional sales and pays the printer and the lottery licence for the 200 Club. She keeps the accounts up to date, manages the bank account and completes the end of year returns.

Alternative ways of operating in the future

1 Reduce the magazine to a newsletter (say six pages maximum) covering the news of the PC and Church/PCC, listing village activities, listing local services and a directory of local organisations. But volunteers will still be needed to come forward to undertake the work to create and maintain these features and assemble them into a newsletter. The substantial income from advertisers would be lost and the PC and PCC would have to cover the entire cost of production.

2 Convert the magazine to on-line only, located either on the village website or the PC's website. But a percentage of residents who do not have access to the internet will not be able to view the material. For information, approximately 15% of households who are members of the Horticultural Society are unable to receive its electronic newsletter and deliveries of paper copies are made to their letter boxes. Again, volunteers will still be needed to undertake the work to create and maintain the publication.

Conclusion

We are sure that PC and PCC members will not consider it unreasonable that two members of the Editorial Board should want to retire after four years of service. It is unfortunate that we have not been able to recruit new volunteers as it is difficult to see how the magazine can continue, even in some reduced form, without them. Both Peter and Paul are prepared to continue until the end of the year and would be happy to assist in the changeover to new volunteers should anyone come forward. If not, it may be necessary for publication to cease with the December 2021 issue. The Editorial Team regret that this is the most likely outcome.

***The Editorial Team
August 2021***