

# OVER KELLET PARISH COUNCIL

## Minutes of the Annual Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 10<sup>th</sup> May 2022 at 7.15pm

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

**In attendance:** 7 members of the public.

### 22/015 APOLOGIES FOR ABSENCE:

No apologies were received.

### 22/016 ELECTION OF OFFICIALS 2022/23

Election of Chair. It was proposed by Councillor Atkins, seconded by Councillor Metcalfe, and carried unanimously that Councillor Agnew be appointed as Chairman for 2022/23.

**Resolved:** That Councillor Agnew be appointed as Chairman for the 2022/23 municipal year.

Election of Vice-Chair. It was proposed by Councillor Agnew, seconded by Councillor Metcalfe, and carried unanimously that Councillor Atkins be appointed as Vice-Chairman for 2022/23.

**Resolved:** That Councillor Atkins be appointed as Vice-Chairman for the 2022/23 municipal year.

The Chairman authorised the Clerk to electronically sign his Declaration of Acceptance of Office.

### 22/017 DECLARATIONS OF INTEREST:

No further declarations or changes to existing declarations were made.

### 22/018 ELECTION OF OFFICERS AND REPRESENTATIVES ON OUTSIDE BODIES AND GROUPS

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

a) Trustees of Thomas Withers Charity	Mrs M Mosey, Ms C Harris, 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 Mr G Agnew

# OVER KELLET PARISH COUNCIL

f) Allotments Association	Councillor Mr S Atkins
g) Emergency Planning Group	Councillors Mr G Agnew and Mr M May

## 22/019 CHAIRMAN'S ANNUAL REPORT 2021/22

The Chairman announced that his annual report will be published in the June issue of Over Kellet View and will be available on the Parish Council's website.

## 22/020 MINUTES OF THE MEETING HELD ON TUESDAY, 12<sup>th</sup> APRIL 2022

It was **RESOLVED** that the Minutes of the Meeting of the Parish Council, held on **Tuesday, 12<sup>th</sup> April 2022** be approved and signed.

**Matters Arising:** No updates were discussed

## 22/021 FINAL ACCOUNTS 2021/22

The Clerk presented a report into the Council's final accounts for 2021/22. The accounts showed that the Council's balances as at 31st March 2022 stood at £10,550. Compared with established target reserves of £8,000, this indicated that £2,550 of funds were available for purposes over and above 'normal business'. The Clerk recommended that up to £2,550 be transferred to the established 'Parish Plan Support Reserve'.

**Resolved:** That £2,550 be transferred into the Council's Parish Plan Support Reserve.

## 22/022 RISK REGISTER REVIEW 2022/23

The Clerk reported into the results of a review of the Council's Risk Register. Existing risks had been updated with any additional mitigations adopted since the last review. The Clerk had recommended an upgrading of three risks relating to Councillor vacancies, progress with the Parish Plan and the levels of and proposed use of reserves.

**Resolved:** That draft Risk Register for 2022/23 is approved.

Also, that the Council should register as a Data Controller with the Information Commissioners Office.

## 22/023 REVIEW OF COUNCIL POLICIES AND PROCEDURES

The Clerk reported into the results of an annual review of the Council's Standing Orders, Financial Regulations, Information Governance Policies and Complaints Procedure. The Clerk recommended some minor updates to Financial Regulations to reflect new online banking and payment procedures. Otherwise, the Clerk advised that the documents remained up to date and fit for purpose.

**Resolved:** That the Clerk's proposed amendments to Financial Regulations be approved and the reviewed policies and documents be approved.

# OVER KELLET PARISH COUNCIL

## 22/024 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
22/00536/FUL	<p><b>Retrospective application for the retention of outbuilding for ancillary accommodation in association with The Chapel.</b> The Chapel Kirkby Lonsdale Road Over Kellet</p> <p><b>Resolved:</b> No comments to be submitted</p>
22/00538/VCN	<p><b>Erection of one dwelling (C3) with associated access and regrading of land (Pursuant to the variation of condition 2 on planning permission 20/00136/FUL to amend plans including single garage into a double garage, bedroom 4 into media room on lower ground floor and changes to windows and patio area).</b> Field West Of Woodlands View, Over Kellet.</p> <p>Councillors discussed aspects of the application, including the practical and visual impacts of the proposed changes, the extent of retrospection and the developer's conduct of this, and associated applications.</p> <p><b>Resolved:</b> A response is to be submitted objecting to the application, including a request that planners visit the application site.</p>

## 22/025 UPDATE ON PREVIOUS PLANNING APPLICATIONS

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

## 22/026 OVER KELLET VIEW.

**Resolved:** A contribution of £800 is to be made towards the production of the Over Kellet View.

## 22/027 PAROCHIAL CHURCH COUNCIL OF ST CUTHBERT'S CHURCH

**Resolved:** A contribution of £540 is to be made to the Parochial Church Council to assist with the maintenance of the church grounds. The Clerk is to ask the PCC to provide information on how the funds are applied for this purpose.

# OVER KELLET PARISH COUNCIL

## 22/028 PARISH PLAN

### (1) Information Plaques

Councillors discussed further the potential for siting an information plaque on Kellet Road to provide historical information on the site of a former flax mill and agreed that this should be investigated with the landowner.

**Action:** Proposals for a plaque at the site will be investigated further with the landowner and with resident Bob Escolme.

### (2) Soft Play Surface at The Village Hall

The Clerk provided an update on a request for funding from the Over Kellet Playgroup towards the replacement of the soft play surface within the Village Hall grounds. Following discussion, Councillors agreed in principle to the request, subject to further information being provided about the cost and other sources of funding. Councillors agreed that the availability of the play area for use by the public needed to be made clear and publicised within the parish.

**Action:** The Clerk will continue with discussions with the Over Kellet Playgroup regarding the proposed reinstatement of the soft play surface.

## 22/029 ADJOURNMENT FOR PUBLIC DISCUSSION & INFORMATION ONLY UPDATES: REPORTS FROM MEMBERS OF THE PUBLIC:

### (1) Suspected Ash Dieback, Kirklands Road.

A resident reported that two ash trees, thought to be sited in the School grounds at the head of Kirklands Road, were suspected to have ash dieback.

**Action:** The Clerk will write to the school headteacher advising of the suspected ash dieback

### (2) Metal gate on Greenways to Church Bank footpath.

**Action:** It was agreed that efforts should be made to ascertain what had happened to this gate and whether/what plans existed for its reinstatement.

## CLERK'S REPORT:

### (3) Jubilee Celebrations

The Clerk reported that he had received a request for £150 funding from the existing 'Gala Fund' to assist with plans for a Platinum Jubilee celebration within the village.

**Resolved:** That a contribution of £150 be made from the Gala Fund to support the planned celebrations.

# OVER KELLET PARISH COUNCIL

## (4) **Parish Boundary Review**

An email had been received from Lancaster City Council asking for Parish Council suggestions to be considered in a planned boundary review. Councillors agreed that no changes should be suggested at this time.

## **MEMBERS' REPORTS:**

(5) **LALC.** Nothing to report

(6) **Quarries.** A Quarry Liaison Meeting was being held on Wednesday, 11<sup>th</sup> May.

(7) **Allotments.** Nothing to report.

(8) **Village Hall.** Nothing further to report.

(9) **B4RN.** Councillor May reported that the voluntary community group had now been disbanded.

(10) **Lengthsman.** The Clerk reported on a letter received from the Lengthsman setting out proposals for the joint purchase, with Nether Kellet PC, of a new mower at a cost of £5,000 for use in both parishes. Following discussion, Councillors agreed that the mower should be jointly purchased and the existing mower sold at an appropriate time and value.

**Resolved:** That a new mower costing £5,000 should be purchased, with the cost to be shared with Nether Kellet Parish Council. Arrangements are to be agreed regarding the storage, transportation and insurance of the new mower.

(11) **Other Matters.**

### **BT Works at Church Bank**

Councillor May reported that work had been carried out by BT at Church Bank on the day of the meeting. This had caused the streets to be blocked off without warning and a trench had been cut in the green.

**Action:** The Clerk will report the matter to Lancashire County Council and the City Council's Housing Service.

### **Signage for the Post Office Outreach Service**

It was noted that the Post Office had not provided an official sign to advertise when the outreach service was operating at the Village Hall. Councillors agreed to investigate ways to help with this.

**Action:** Councillors will investigate ways to assist with advertising the PO Outreach service when operating from the Village Hall.

## **CITY AND COUNTY COUNCILLORS' REPORTS:**

County Councillor Williamson's monthly update document had been posted on the Parish Council website. No further reports were received.

# OVER KELLET PARISH COUNCIL

## COUNCILLOR JEAN METCALFE

The Chairman reported to the meeting that he had, regrettably, received a letter of resignation, effective from 7<sup>th</sup> June 2022, from Parish Councillor Jean Metcalfe, who is expecting to leave the village in the near future. This will result in there being 3 Councillor vacancies. Councillors and members of the public unanimously praised and thanked Councillor Metcalfe for her dedicated work for the Parish.

**Resolved:** On behalf of the parish, the Council formally thanks Councillor Metcalfe for her dedicated work for the Parish and extends its very best wishes for the future.

## 22/030 PAYMENT OF ACCOUNTS

Payee & Detail	£
Mike Ashton - Lengthsman Services, April 2022	198.00
Over Kellet Village Hall – hire of room on 12 <sup>th</sup> April 2022	14.00
BHIB – Insurance Policy Renewal 2022/23 (note 1)	566.62
Tech-Hub (NW) Ltd – Google workspace licence 2022/23	55.15
Derek Whiteway – Parish Clerk salary and expenses, April 2022	221.20
HMRC – PAYE deductions, April 2022	55.20

**Resolved:** That the above accounts are approved for payment

Note 1. Councillors resolved that, before accepting the BHIB renewal, alternative insurance quotes should be sought and considered.

## 22/031 DATE & TIME OF NEXT MEETING

The next Council meeting is to be held on Tuesday, 14<sup>th</sup> June 2022 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 9:15pm

Clerk of the Council



Chairman



Date: 14<sup>th</sup> June 2022