

OVER KELLET PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 16th May 2023 at 7.15pm

Present: Councillor Graham Agnew – Chairman
Councillors David Burns, Josie Candlin, Derek Johnson and Joan Littlewood
County Councillor Phillippa Williamson and City Councillor James Sommerville
Derek Whiteway (Parish Clerk)

In attendance: 9 members of the public.

23/011 Welcome to New Councillors

The Chairman introduced and warmly welcomed the Parish's newly elected Councillors: David Burns, Josie Candlin and Joan Littlewood.

23/012 Apologies For Absence:

Apologies were received from Councillors William Candlin and Liz Moody.

23/013 Chairman's Annual Report for 2022/23

The Chairman's report for 2022/23 is to be published in Over Kellet View.

23/014 Minutes of The Meeting Held on Tuesday, 11th April 2023

Resolved: That the Minutes of the Meeting of the Parish Council, held on Tuesday, 11th April 2023 be approved and signed

23/015 Election of Officials 2023/24

Election of Chair. It was proposed by Councillor Josie Candlin, seconded by Councillor Burns, and carried unanimously that Councillor Agnew be appointed Chairman for 2023/24.

Resolved: That Councillor Agnew be appointed as Chairman of the Parish Council for the 2023/24 municipal year.

Election of Vice-Chair. It was proposed by Councillor Littlewood, seconded by Councillor Agnew, and carried unanimously that Councillor Johnson be appointed as Vice-Chairman for 2023/24.

Resolved: That Councillor Johnson be appointed as Vice-Chairman of the Parish Council for the 2023/24 municipal year.

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

23/016 Declarations of Interest

No further declarations or changes to existing declarations were made.

23/017 Election of Officers and Representatives on Outside Bodies and Groups

Councillors agreed to defer this item to the June meeting of the Council

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23/018 Lancaster City Council Election, 4th May 2023

The Chairman welcomed newly elected City Councillor James Somerville to the meeting. submitted the draft AGAR for approval. Councillor Sommerville advised that he and fellow City Councillor Sarah McGowan were looking forward to representing the Halton with Aughton and Kellet Ward and working with the Parish Councils.

23/019 Annual Governance and Accountability Return (AGAR) 2022/23

The Clerk 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 set out the Accounting Statements for 2022/23, which the Clerk also recommended for approval.

The Clerk reported that the Council is eligible to claim exemption from external audit upon submission of a duly approved and signed Exemption Certificate. The deadline for submission of the completed certificate is 30th June 2023. The Clerk therefore recommended that the AGAR be approved, and that the Council claim exemption from external audit, with the statutory period of public inspection being set as Monday, 19th June to Friday, 28th July 2023 inclusive.

The Clerk also presented a more detailed report into the Council's final accounts for 2022/23. Councillors asked the Clerk a number of questions about the accounts.

The Clerk advised that he had produced an outline cash flow forecast for 2023/24 and concluded that £6,000 could be transferred from the Council's Current Account into the interest-bearing Instant Access Account.

The Clerk also advised that, following the May election, the Council only had two authorized signatories to its bank accounts and should have at least one more. Councillors resolved that Councillor William Candlin should be added as a further signatory

Resolved:

- (1) That the Internal Auditor's report is accepted and noted.
- (2) That Section 1 of the AGAR – the Annual Governance Statement 2022/23, is approved.
- (3) That Section 2 of the AGAR – Accounting Statements 2022/23, is approved.
- (4) That the Council claims exemption from the limited assurance audit and submits the required Exemption Certificate.
- (5) That the period for the exercise of public rights to inspect the accounts is set as Monday 19th June to Friday 28th July 2023 inclusive.
- (6) That the Council transfers £6,000 from the Current to the Instant Access Account.
- (7) That Councillor William Candlin be added as an authorised signatory to the Council's bank account.

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23/020 Risk Register Review 2023/24

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. One previously 'high' risk, relating to Councillor vacancies could now be reduced to 'low'.

The Clerk used the update to remind Councillors that the current Parish Plan expires in March 2024 and recommended that the Councillors consider this year whether and how they might wish to replace or refresh the Plan.

Some other minor amendments were agreed.

Resolved: That, subject to the agreed amendments, the draft Risk Register for 2023/24 is approved.

23/021 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 advised that the documents remained up to date and fit for purpose and no changes were recommended.

Resolved: That the existing policies and documents be approved without amendment.

23/022 New Planning Consultations

The following planning applications were considered. It was resolved to respond as set out against each individual case.

Application No:	Description
23/00458/FUL	Retrospective application for the erection of a single storey rear extension. 7 Craggs View, Over Kellet Resolved: No comments submitted
23/0051/TPO	Fell T1-Oak and T2 – Ash. Cragg House, Kirkby Lonsdale Road, Over Kellet. Resolved: No comments submitted
22/01328/REM	Reserved matters application for the approval of layout, scale, appearance, and landscaping following planning permission 22/00562/VCN for the development of 8,397sqm of employment (Use Classes B1(c), B2 and B8). Land Adjacent to Porsche Centre South Lakes, 1 Electric Drive, Carnforth. Resolved: No comments submitted

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Application No:	Description
23/00525/FUL	<p>Erection of a single storey side extension, construction of raised decking to the rear and installation of solar panels to the front elevation. Parklands View, Borwick Road, Capernwray.</p> <p>Resolved: No comments submitted</p>
23/00509/FUL	<p>Erection of two storey side extension, construction of hip to gable extension, construction of raised decking, installation of external steps, erection of a carport and erection of an erection of outbuilding to create ancillary accommodation in association with Old Watermill. Old Watermill, Capernwray Road, Capernwray.</p> <p>Resolved: No comments submitted</p>
23/00518/FUL	<p>Erection of a dwelling (C3) with associated access. Land At Grid Reference E352250 N470040, Kirkby Lonsdale Road, Over Kellet.</p> <p>Councillors discussed and expressed some concerns over the impact of an additional property access point at this location, but concluded that any issues should be addressed by the County Council Highways' response to the consultation.</p> <p>Resolved: No comments submitted</p>

23/023 Update on Previous Planning Applications

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

Councillors noted the approval of planning application 22/00662/FUL - Part retrospective application for the widening of an existing access and erection of a gate. Field West of Woodlands View, Over Kellet. Councillors agreed that a letter should be sent to the City Council and developers asking that the approved plans (including changes to the currently built gateway) be fully implemented.

Resolved: That a letter be sent to the City Council and developers asking that the approved plans (including changes to the currently built gateway) be fully implemented.

23/024 Current Issues

(1) Waste Bin on B6254 Kellet Road

The Chairman reported that he had contacted Lancaster City Council asking that the waste bin at the B6254 lay-by be properly secured.

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(2) Request from Eagles Head Landlord

Councillors discussed a request from the Landlord of the Eagles Head to site an A-Frame style advertising board on the Village Green.

Following discussion, it was proposed by Councillor Littlewood and seconded by Councillor Josie Candlin, that the Council agrees in principle to the request, subject to details of the advertising board and its deployment being agreed with the Landlord. Four Councillors voted in favour and one against the proposal.

Resolved: That that the Council agrees in principle to the request, subject to details of the advertising board and its deployment being agreed with the Landlord.

23/025 Adjournment For Public Discussion and Information Only Updates:

Reports From Members of The Public:

1. Community Asset Designation

A resident commented that the Parish currently had no registered community assets and asked whether this might be considered as part of any future review of the Parish Plan.

Action: The Clerk will research the process, implications and potential benefits to the Parish of designating of Community Assets.

2. Roadside Parking at Cockle Hill

A resident reported that levels of car parking on the pavement at Cockle Hill, opposite Top Green, were creating increased risk to pedestrians and road users alike. Following discussion, it was agreed that Lancashire County Council Highways should be asked to reconsider the area.

Action: The Clerk will liaise with County Councillor Williamson to request a review of the area by County Highways.

3. Potholes

A resident reported a number of potholes on the Nether Kellet Road. County Councillor Williamson advised that potholes and other issues could now be reported via the 'Love Clean Streets' app.

Action: The Clerk will draft an item for OK View promoting the availability and use of the 'Love Clean Streets' app.

4. Footpath FP0124009

A resident enquired about progress regarding the condition of footpath FP0124009 linking Nether Kellet Road with Kirkby Lonsdale Road. Councillors discussed issues concerning the surface of the footpath and the bordering vegetation.

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Action: The Council will liaise with County Councillor Williamson to seek an assessment of the footpath surface and with the Lengthsman regarding any overgrowing vegetation.

Clerk's Report:

5. Public Bench on B6254 Kellet Road.

The Clerk reported that the new bench was now on order and should be installed soon.

6. Sustainable Settlements Survey

The Council is participating in a review by Lancaster City Council of its Sustainable Settlement Report produced in 2018 as part of the Local Plan.

7. Picnic Benches for Church Bank Green

The Clerk confirmed that a resident had offered to provide funding for the purchase and installation of benches on Church Bank green space.

Action: The Council will proceed with plans to purchase and install two picnic benches on the Church Bank green space.

Members' Reports:

8. **LALC.** Nothing to report.

9. **Quarries.** Councillor Johnson advised that the public consultation event into proposed future development of the quarries (planned to take place during June/July 2023) would be promoted in OK View..

10. **Allotments.** Nothing to report.

11. **Village Hall.** Nothing further to report.

12. **Lengthsman.** Nothing further to report.

13. **Other Matters.** Nothing further to report.

City and County Councillors' Reports:

No further reports

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23/026 PAYMENT OF ACCOUNTS

Payee & Detail			£
Over Kellet Village Hall	Hire of Hall on 11 th April '23	£14.00	24.00
	Bus Shelter Rent 2022/23	£10.00	
Mike Ashton. Lengthsman Services, April 2023			203.10
Dawn Allen – Internal Audit 2022/23			68.00
BHIB – Insurance Premium 2023/24			591.33
Derek Whiteway – Parish Clerk salary and expenses, April 2023			223.52
HMRC – PAYE deductions, April 2023			54.60

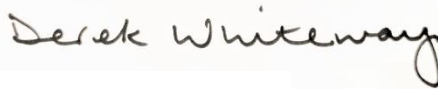
Resolved: That the above accounts are approved for payment

23/027 DATE & TIME OF NEXT MEETING

The next Council meeting is to be held on Tuesday, 13th June 2023 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 9:10pm

Clerk of the Council



Chairman



Date: 13th June 2023