

# OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held at the Over Kellet Village Hall on  
Tuesday, 12<sup>th</sup> September 2023, commencing at 7.15pm**

## **A G E N D A**

1. **Apologies.**
2. **Minutes of the Parish Council Meeting held on Tuesday, 11<sup>th</sup> July 2023** (attached).
3. **Declarations of Interest.**
4. **Planning Applications.** To consider and comment on the following new planning application consultations received since the last meeting.

<b>Application No:</b>	<b>Description</b>
<b>23/00738/FUL</b>	<b>Construction of dormer extension to rear elevation, a hip to gable roof extension, rooflights to front elevation and alterations to windows.</b> 17 Greenways, Over Kellet <div>Consultation Expiry Date: 3<sup>rd</sup> August 2023 – no comments submitted; application has now been permitted.</div>
<b>23/00876/FUL &amp; 23/00877/LB</b>	<b>Erection of a porch to the rear and insertion of patio doors to existing window opening to side elevation.</b> Mousekill Barn, Kellet Road, Over Kellet. <div>Consultation Expiry Date: 25<sup>th</sup> August 2023 – no comments submitted</div>
<b>23/00978/AD</b>	<b>Agricultural determination for erection of extension to existing building.</b> Restarigg Farm Kirkby Lonsdale Road Over Kellet <div>Consultation Expiry Date: 7<sup>th</sup> September 2023</div>
<b>23/00386/FUL</b>	<b>Demolition of existing conservatory, erection of 1.5 storey front, side and rear extensions and link-attached rear extension, and construction of a raised roof.</b> Redwell House, Kirkby Lonsdale Road, Over Kellet. <div>Consultation Expiry Date: 8<sup>th</sup> September 2023</div>
<b>23/00533/FUL</b>	<b>Change of use of agricultural land to site 10 holiday lodges with associated hardstanding, erection of a reception building, relocation of access off Borran Lane, construction of a parking area and internal access roads, installation of a package treatment plant and drainage infrastructure.</b> Land To The North Of Capernwray House, Hobsons Lane, Capernwray. <div>Consultation Expiry Date: 13<sup>th</sup> September 2023</div>

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5. **Planning Authority Decisions.** To receive an update on previously considered applications. Clerk's report attached.
6. **Lancashire County Council Public Rights of Way Local Delivery Scheme and Biodiversity Small Grant Schemes 2023/24.** To decide whether to apply for funding for the current financial year.
7. **Street Lighting.** To consider a suggestion that street lighting in the village be switched off overnight.
8. **Parochial Church Council application for funding.** To consider the attached letter of application.
9. **Vehicle speeding issues, Kirkby Lonsdale Road.** To consider whether/what action should be taken regarding concerns reported regarding the speed of vehicles.
10. **War Memorial Website Appeal.** To consider the attached request from Lancaster Military Heritage Group.
11. **Remembrance Day and Christmas Arrangements.** To consider arrangements.
12. **Post Boxes.** To consider whether/what action should be taken regarding further complaints reported by residents.
13. **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) Lengthsman	5) Other Matters	
  4. Report of District and County Councillors
14. **Payments.** To authorise payment of accounts. Report attached.
15. To confirm the **date and time of the next meeting.**

Derek Whiteway, Parish Clerk  
6<sup>th</sup> September 2023

Tel: 01524 64908  
Email: [clerk@overkelletpc.org](mailto:clerk@overkelletpc.org)

# OVER KELLET PARISH COUNCIL

## Minutes of the Meeting of the Parish Council, held at the Over Kellet Village Hall on Tuesday, 11<sup>th</sup> July 2023 at 7.15pm

**Present:** Councillor Graham Agnew – Chairman  
Councillors David Burns, Josie Candlin, Derek Johnson, Joan Littlewood and Liz Moody.  
Derek Whiteway (Parish Clerk)

**In attendance:** 3 members of the public.

### 23/038 Apologies For Absence:

Apologies were received from Councillor William Candlin, City Councillor James Sommerville and County Councillor Phillippa Williamson.

### 1. Minutes of the Meeting of the Parish Council, held on Tuesday, 13<sup>th</sup> June 2023

**Resolved:** That the Minutes of the Annual Meeting of the Parish Council, held on Tuesday, 13th June 2023 be approved and signed

### Matters Arising from the Minutes

#### 2. Minute 23/029(1) - Request from Eagles Head Landlord

The Chairman had spoken again to the landlord about advertising boards following the re-opening of the pub.

#### 3. Minute 23/029(5) – Benches for Church Bank

The Clerk reported that the benches were now on order with Glasdon Ltd.

#### 4. Minute 23/031 – Councillor Roles and Appointments

Councillor Candlin reported that she had contacted the Secretary of the Allotments Association and gave a brief update on the Association's current activities.

**Action:** Councillor Littlewood will liaise with the Chairman regarding arrangements and activities relating to the Emergency Planning Group.

#### 5. Minute 23/035(1) – Footpaths

Councillors noted that Lancashire County Council had now installed wooden bollards on the Church bank to Greenways footpath. Councillors and members of the public were happy with the style and placement of the bollards.

#### 6. Minute 23/035(3) – Enquiry from Headteacher of the Wilson's Endowed School

The Clerk was awaiting a response from the Headteacher to his latest email about a request for funding for planned playground refurbishment works.

### 23/039 Declarations of Interest

No further declarations or changes to existing declarations were made.

### 23/040 New Planning Consultations

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

Application No:	Description
23/00654/LB	<p><b>Listed building application for removal of a rooflight to the rear, installation of two log burners with flues, replacement stairs to the ground and first floor, replacement doors to front elevation, installation of doors to the front, replacement door to window, relocation of ground floor toilet, removal of internal partition walls and reconfiguration of layout to Beehive, open store ground and first floors.</b> Capernwray Hall, Borwick Road, Capernwray.</p> <p><b>Resolved:</b> No comments submitted</p>

### 23/041 Update on Previous Planning Applications

**23/00518/FUL Erection of a dwelling (C3) with associated access.** Land At Grid Reference E352250 N470040, Kirkby Lonsdale Road, Over Kellet.

Councillors noted that the planning application had been refused by Lancaster City Council. Councillors discussed suggestions from some residents following the refusal that the Parish Council should lobby the City Council to have the site included in the Conservation Area.

Following discussion of the pros and cons of the proposition and potential future development/use of the land, Councillors decided not to take any further action at this stage, but agreed that a review should be undertaken to identify the parish's potential heritage assets.

**Action:** A review will be undertaken to identify the parish's potential heritage assets.

### 23/042 Procedure for the Designation of Community Assets

Councillors discussed a report produced by the Clerk into the purpose of and procedures for designating an Asset of Community Value (ACV). Councillors agreed to consider the suggestion further in relation to The Eagles Head.

**Action:** The Clerk will carry out further research and report to Councillors on the practicalities of designating an ACV.

### 23/043 Current Issues

No matters discussed.

## **23/044 Adjournment For Public Discussion and Information Only Updates:**

### **Reports From Members of The Public:**

#### **1. The Dub**

A resident enquired about the condition and status of The Dub. Councillors agreed that an update position should be sought from the Lancashire Wildlife Trust.

**Action:** The Clerk will request an update from the Lancashire Wildlife Trust on plans relating to The Dub.

#### **2. Trees in the Village Street Scene**

A resident asked whether the Parish Council might consider carrying out a parish-wide review of trees which contribute to the parish 'street scene', with a view to requesting Tree Preservation Orders in appropriate cases. Councillors were in favour of this suggestion.

**Action:** The Parish Council will carry out a parish-wide review of trees which contribute to the parish 'street scene', with a view to requesting Tree Preservation Orders in appropriate cases

### **Clerk's Report:**

#### **3. Public consultation - Flood Investigation and Ordinary Watercourse Regulation Documents**

Councillors agreed that no response was necessary to this consultation.

#### **4. Bench on Moorclose Lane**

Councillors agreed that the Lengthsman should be asked to inspect the bench, with a view to it being relocated if it remains fit for purpose. Councillors favoured a resident's suggestion that it might be placed on Church Bank with a view towards The Craggs.

**Action:** The Chairman will ask the Lengthsman to inspect the bench and consider the proposal for its relocation if suitable.

### **Members' Reports:**

- 5. LALC.** Nothing to report.
- 6. Quarries.** Nothing to report.
- 7. Allotments.** Nothing to report.
- 8. Village Hall.** Nothing further to report.
- 9. Lengthsman.** Nothing further to report.
- 10. Other Matters.** Nothing further to report.

### **City and County Councillors' Reports:**

No further reports

**23/045 PAYMENT OF ACCOUNTS**

Payee & Detail	£
Over Kellet Village Hall Hire of Hall on 13 <sup>th</sup> June and 11 <sup>th</sup> July 2023	28.00
Over Kellet Village Hall Hire of room for Outreach Post Office Service, April – July 2023. 17 days @ £7.00	119.00
Mike Ashton. Lengthsman Services, Weeks 7 – 14 2023/24	366.10
Derek Whiteway – Parish Clerk salary and expenses, June 2023	213.50
HMRC – PAYE deductions, June 2023	53.20

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

**23/046 DATE & TIME OF NEXT MEETING**

The next Council meeting is to be held on Tuesday, 12<sup>th</sup> September 2023 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 8:50pm

Clerk of the Council

Chairman

Date:

## Agenda Item: 5

### Planning Application Comments & Decisions

#### Update for July-September 2023

Application Number / Description	Parish Council Comment	Planning Authority Decision / Status
<b>Part A – Applications decided since the last update</b>		
<b>23/00570/FUL</b> Demolition of existing rear extension and erection of two storey rear extension with construction of dormer extension to the side, erection of single storey extensions to front and both side elevations, creation of a flue, creation of additional hard standing and landscaping, installation of a sewage treatment plant. Havelock House, Borwick Road, Capernwray.	PC Response: No comments submitted (Minute 23/032)	<b>Application Permitted</b>
<b>23/00730/FUL</b> Change of use of agricultural land to domestic garden in association with Parklands View, erection of a single storey side extension, construction of raised decking to the rear, installation of cladding to external walls and roof mounted solar panels to the front and rear elevation. Parklands View, Borwick Road, Capernwray.	Parish Council did not receive a consultation invitation	<b>Application Permitted</b>
<b>23/00509/FUL</b> 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.	PC Response: No comments submitted (Minute 23/022)	<b>Application Withdrawn</b>

## Part B – Undecided Applications

**22/00237/CCC and LCC/2022/0006** County Council Consultation request for the variation of condition 1 of planning permission LCC/2016/0061 to allow for continued operation of the concrete batching plant until 21 February 2034, with all buildings, plant and associated equipment being removed and the site restored by 21 February 2035. Dunald Mill Quarry, Long Dales Lane, Nether Kellet.

**PC Response:** No comments to be submitted (Minute 21/118)

**22/00034/ENF** Appeal against enforcement notice for operation of haulage business. Field At Grid Reference 351950 471570, Netherbeck, Carnforth.

**PC Response:** A response is to be submitted expressing the Council's consistent objection to the development of a haulage business at this site, reiterating concerns over flooding and including satellite images illustrating changes to the site over the past 10 years. (Minute 22/047)

**22/01203/FUL** Change of use of open space for the siting of 9 caravans with associated internal road, parking spaces, hardstanding and drainage and construction of a pond. McCarthy Caravan Parks, Castle View Park, Borwick Road, Capernwray.

**PC Response:** No comments to be submitted (Minute 22/060)

**23/00059/FUL** Erection of workshop, relocation of carpark including level alterations and associated drainage. Porsche Centre South Lakes, 1 Electric Drive, Carnforth.

**PC Response:** No comments to be submitted (Minute 22/105)

**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.

**PC Response:** No comments submitted (Minute 23/022)

**23/00580/AD** Agricultural determination for the erection of 5 silos. Lower Addington Farm, Birkland Barrow Road, Nether Kellet.

**PC Response:** No comments submitted (Minute 23/032)

**23/00654/LB** Listed building application for removal of a rooflight to the rear, installation of two log burners with flues, replacement stairs to the ground and first floor, replacement doors to front elevation, installation of doors to the front, replacement door to window, relocation of ground floor toilet, removal of internal partition walls and reconfiguration of layout to Beehive, open store ground and first floors. Capernwray Hall, Borwick Road, Capernwray.

**PC Response:** No comments submitted (Min 23/040)



# ST CUTHBERT'S CHURCH, OVER KELLET



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Derek Whiteway  
Clerk to Over Kellet Parish Council

17 July 2023

Dear Derek

I am writing on behalf of the Parochial Church Council of St Cuthbert's Church, as we would be grateful if the Parish Council would be prepared to continue the annual contribution to assist with the church grounds maintenance costs.

An additional expense we have had this year is the purchase of a new replacement mower £800, as well as repairs to our existing mower.

The support we receive from the Parish Council is invaluable in enabling us to maintain the churchyard, car park and verges in excellent condition.

We are fortunate to have a dedicated and hardworking band of volunteers whose labours cutting the grass are greatly appreciated by the many visitors to the churchyard each week.

It would be very much appreciated if the Parish Council were able to continue their contribution as it would help us to maintain the churchyard in a condition which is a credit and asset to our historic and beautiful village.

Yours sincerely

Sally Dickens  
Treasurer

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## War Memorial Website Appeal

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**Brian Jefferson** <PipersWood@btinternet.com>  
To: clerk@overkelletpc.org

28 August 2023 at 13:44

In 2005 Lancaster Military Heritage Group (LMHG) provided Over Kellet Parish with a Book of Honour including biographies of all those listed on your Parish War Memorial. In all, twenty Books of Honour were provided to Parishes, listing over 3,000 casualties of both World Wars.

A website was also created which defined the project and on which only the names of the Lancaster City War Memorial were included. LMHG has long been aware that all of the others named on Parish memorials should also be made available to families and academics researching their history. The information also had limited accessibility for mobile devices such as phones and tablets.

LMHG is now preparing to upgrade the website - [www.lancasterwarmemorials.org.uk](http://www.lancasterwarmemorials.org.uk) - including a new more functional and attractive layout with easier search options. In order to carry out this work we have engaged a professional website design company and need to raise £2,000 to cover the costs.

We very much hope that Parish Councilors in Over Kellet will support our aim to provide greater visibility to those lost and ask for donations of £1 for each of those named, or such suitable sum as you feel able to provide. Full details of the Appeal are included on the attached flier. Please feel free to give this wider circulation if you have a Parish newsletter so that any affected descendants may also be made aware.

If you require any further information or would like one of our members to attend your Parish meeting, please let me know. Thank you for considering supporting this project and we look forward to your response to our Appeal.

Brian Jefferson MBE  
Chairman  
Lancaster Military Heritage Group  
07876710565



Virus-free.[www.avg.com](http://www.avg.com)



**War Memorial web appeal flier.docx**  
442K

# Lancaster District War Memorials online Appeal

*In memory of the late Brigadier Jim Dennis OBE, whose millenium work, listing and researching biographies of all those casualties listed on war memorials in the Lancaster District, appear in the books of Honour presented to Town and Parish Councils*

In 2005 Jim created the 'Reveille' website [www.lancasterwarmemorials.org.uk](http://www.lancasterwarmemorials.org.uk), which currently hosts biographies for all those named on the **Lancaster City War Memorial**.

Jim also led the research of those named on the **Morecambe & Heysham** and **Carnforth** memorials and other **Parishes in the District** as shown below, which we plan to add to the Reveille website:

## Northern Parishes

Bolton-le-Sands  
Borwick  
Hest Bank  
Slyne with Hest  
Over Kellett  
Silverdale  
The Yealands

## Eastern Parishes

Dolphinholme  
Hornby  
Melling  
Tatham  
Tunstall  
Leck & Whittingham

## Southern Parishes

Abbeystead  
Forton  
Galgate  
Glasson Dock  
Overton  
Pilling and Scorton

Every name on these war memorials has been researched to find both photographs and biographic details, bringing the individuals back to life for family and educational research purposes.

The following professional improvements to the website are needed to upload all this data:

1. The website needs to be rebuilt in a WordPress Management System with secure access
2. Every Parish in the District needs to be uploaded with full cross referencing and search tools added
3. Web hosting arrangements need to be secured for future permanent access online

**LMHG are unable to fully fund this work and invite you to contribute towards the anticipated £2,000 required to enable the project**



We invite members, veterans, relatives of those listed, Parish Councils and interested people to contribute towards this commemorative appeal with the intention of completing much of the work in time for Remembrance Day (11<sup>th</sup> Nov 2023)

✂.....  
*To donate, please complete the slip below and make cheques payable to:*

**LANCASTER MILITARY HERITAGE GROUP and post to:**

**The Treasurer LMHG, 28 Pedders Lane, Ashton-on-Ribble, Preston, PR2 1AN**

**Payment may also be made by online transfer to: LMHG, sort code 010578 a/c no. 23926376**

**NAME.....**

**ORGANISATION.....**

**CONTACT EMAIL/TEL NO:.....**

# OVER KELLET PARISH COUNCIL

**Parish Council Meeting, 12<sup>th</sup> September 2023**

**Agenda Item 14 – Payments for Authorisation**

<b>Payee &amp; Detail</b>	<b>£</b>
Mike Ashton. Lengthsman Services, July-August 2023	tbc
Derek Whiteway – Parish Clerk salary and expenses, July-August 2023	447.29
HMRC – PAYE deductions, July-August 2023	104.80
ICO – Data Protection Registration 2023/24 (Paid by Direct Debit on 13/07/23) for information only	35.00