

# OVER KELLET PARISH COUNCIL

**Parish Council Meeting to be held at the Over Kellet Village Hall on  
Tuesday, 10<sup>th</sup> October 2023, commencing at 7.15pm**

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

1. **Apologies.**
2. **Minutes of the Parish Council Meeting held on Tuesday, 12<sup>th</sup> September 2023**  
(previously circulated).
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>23/01070/FUL</b>    | <b>Erection of a temporary building to be used as a valet bay for a period of up to 12 months.</b> Porsche Centre South Lakes, 1 Electric Drive, Carnforth.<br><div>Consultation Expiry Date: 11th October 2023</div>   |
| <b>23/01067/FUL</b>    | <b>Construction of a replacement roof, two dormer extensions to the front elevation, replacement chimney and erection of a single storey rear extension.</b> 6 Kirklands Road, Over Kellet.<br><div>Consultation Expiry Date: 12th October 2023</div>           |
| <b>23/01103/FUL</b>    | <b>Erection of 5 dwellings and garages, construction of internal access roads, driveways and associated landscaping.</b> Land To The Rear Of Old Hall Farm, Kirkby Lonsdale Road, Over Kellet.<br><div>Consultation Expiry Date: 20th October 2023</div>        |
| <b>23/01127/FUL</b>    | <b>Demolition of existing shippon, conversion of a stable building to create two holiday lets and creation of rear amenity and parking area.</b> Greenbank Farm, Kellet Road, Over Kellet.<br><div>Consultation Expiry Date: 24<sup>th</sup> October 2023</div> |

5. **Planning Authority Decisions.** To receive an update on previously considered applications. Clerk's report attached.
6. **Parish Councillor Vacancy.** To consider procedures and arrangements for filling the vacancy. The Clerk will provide a verbal update.
7. **Parish Plan.** To consider whether and what action should be taken in anticipation of the expiry of the current Parish Plan in 2024.
8. **Church Bank Green Space.** To consider a proposal to seek the dedication of the green space as a Village Green. (Resident's email previously circulated).
9. **Clerk and Councillor Training Courses.** To consider the suitability of, and nominations to attend, training courses being provided by LALC.

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- 10. Polling Districts and Polling Spaces Review.** To consider a consultation invitation from Lancaster City Council. (Documents previously circulated).
- 11. 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
- 12. Payments.** To authorise payment of accounts. Report attached.
- 13.** To confirm the **date and time of the next meeting.**

**Derek Whiteway, Parish Clerk**  
**4<sup>th</sup> October 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, 12<sup>th</sup> September 2023 at 7.15pm

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

**In attendance:** 5 members of the public.

### 23/047 Apologies For Absence

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

### 23/048 Minutes of the Meeting of the Parish Council, held on Tuesday, 11<sup>th</sup> July 2023

**Resolved:** That the Minutes of the Meeting of the Parish Council, held on Tuesday, 11th July 2023 be approved and signed without further amendment.

#### Matters Arising from the Minutes

#### 1. Minute 23/041 – Review of Potential Heritage Assets

The Chairman has made a start with scanning local history books.

#### 2. Minute 23/042 - Procedure for the Designation of Community Assets

The Clerk advised that a form for requesting the designation of an Asset of Community Value (ACV) was available via the Lancaster City website.

**Action:** The Clerk will forward a copy of the ACV application form to Councillors to consider.

#### 3. Minute 23/044(1)– The Dub

The Clerk reported on a response received from Lancashire Wildlife Trust (LWT) regarding The Dub. The LWT indicated that they would like to excavate an area of clear water in the pond and remove a lot of the invasive species that have crept in from neighbouring gardens. Unfortunately, funding for the work had not yet been identified and it was therefore 'on hold'. The LWT also advised that, regarding biodiversity, Lancashire County Council had surveyed both Over Kellet BHS and the Craggs BHS during the summer and a report would ensue.

#### 4. Minute 23/044(2) – Trees in the Village Street Scene

Councillors agreed that details of existing TPOs should be requested from Lancaster City Council prior to determining roles for the project.

**Action:** The Clerk will request from Lancaster City Council details of all TPOs within the Parish.

## 5. Minute 23/044(4) – Moorclose Lane Bench

The grass verge on which the bench is sited has been cut recently. There was no update yet on the condition of the bench and its suitability for re-location.

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

## 23/049 Declarations of Interest

No further declarations or changes to existing declarations were made.

## 23/050 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   |
|----------------------------|---|
| 23/00738/FUL               | <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<br><b>Resolved:</b> No comments submitted   |
| 23/00876/FUL & 23/00877/LB | <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.<br><b>Resolved:</b> No comments submitted   |
| 23/00978/AD                | <b>Agricultural determination for erection of extension to existing building.</b> Restarigg Farm Kirkby Lonsdale Road Over Kellet<br><b>Resolved:</b> No comments submitted   |
| 23/00386/FUL               | <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.<br><b>Resolved:</b> No comments submitted |

| Application No: | Description   |
|-----------------|---|
| 23/00533/FUL    | <p><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.</p> <p>A member of the public addressed the Parish Council about this application, setting out a number of objections and areas of concern. Following the address and having discussed the application, Councillors resolved that a response be submitted objecting to the application on grounds of its impact on the landscape, sustainability and adverse traffic impacts..</p> <p><b>Resolved:</b> That a consultation response be submitted objecting to the application.</p> |

#### 23/051 Update on Previous Planning Applications

The Clerk presented an update report, which was accepted and noted by Councillors.

**Resolved:** That the Clerk's report is noted

#### 23/052 Lancashire County Council Public Rights of Way Local Delivery Scheme and Biodiversity Small Grant Schemes 2023/24

**Resolved:** That the Parish Council apply to participate in the Lancashire County Council's Local Delivery Scheme and Biodiversity Small Grants Schemes for 2023/24.

#### 23/053 Street Lighting

The Parish Council considered a suggestion received from one former village resident and one current resident that streetlights should be switched off overnight to promote 'dark skies' and facilitate stargazing. The Chairman reported that the matter had been discussed some years earlier and that residents had been firmly opposed to such a plan. Following a discussion, which included some experiences of 'Dark Skies' villages, Councillors unanimously agreed that the security and safety aspects of having operational streetlights outweighed the potential benefit.

**Resolved:** That the Parish Council does not support the proposals for street lighting in the village to be switched off overnight.

#### **23/054 Parochial Church Council application for funding**

Councillors considered a letter from the Parochial Church Council of St Cuthberts, seeking a grant to assist with maintaining the church grounds. The Clerk advised that, as in previous years, a sum of £540 was included in the Council's budget for this purpose.

**Resolved:** That the Parish Council makes a grant of £540 to the Parochial Church Council of St Cuthberts to help with the costs of maintaining the church grounds.

#### **23/055 Vehicle Speeding Issues, Kirkby Lonsdale Road**

Councillors considered concerns raised by a resident over increasing dangers and nuisance caused by speeding vehicles, particularly those leaving the village towards Kirkby Lonsdale. Lancashire County Council had responded by prioritising the installation of temporary signage on the road to remind drivers to think about their speed. The signage will initially be installed between October and December 2023 and again between April and June 2024. Parish Councillors continue to review vehicle data collected from the Speed Indicator Device (SpID) and consider other practical measures to improve the situation.

**Action:** The Clerk will carry out further analysis of vehicle data collected from the Speed Indicator Device (SpID)

#### **23/056 War Memorial Website Appeal**

Councillors considered a request received from Lancaster Military Heritage Group to raise funds for a new and improved website. The plans are to modernise the website and include hitherto unrecorded details of those named on Parish memorials throughout the Lancaster District.

**Resolved:** That a donation of £50 be made to Lancaster Military Heritage Group

#### **23/057 Remembrance Day Arrangements**

The Chairman reported on discussions held with the St Cuthbert's Church Warden about arrangements for this year's Remembrance Service on Sunday 12<sup>th</sup> November 2023. Following discussion, no further action was identified at this stage.

#### **23/058 Post Boxes**

Councillors considered recently received complaints from residents about the closure of the post box at the former village shop. Councillors resolved to submit a renewed complaint to The Royal Mail about the closure of the post box and to request the installation of a suitable replacement, stressing concerns over road safety and poor footpath provision and conditions.

**Resolved:** That a renewed complaint be submitted to The Royal Mail about the closure of the village green post box and request that a suitable replacement be installed.

## 23/059 Adjournment For Public Discussion and Information Only Updates:

### Reports From Members of The Public:

#### 1. Public Footpath Hedgerows

Residents and Councillors discussed several instances of hedgerows encroaching onto the parish's public footpaths, notably FP0124011 (The Craggs to KL Road) and FP0124009 (Nether Kellet Road to KL Road). Councillors agreed that these should be raised with the Parish Lengthsman.

**Action:** The condition of hedgerows encroaching onto public footpaths will be raised with the Parish Lengthsman.

#### 2. Councillor and Clerk Training

A resident referred to County Councillor Williamson's recent newsletter and a message about training courses delivered by the Lancashire Association of Local Councils (LALC). Councillors agreed that these should be considered.

**Action:** Councillors and the Clerk will consider the suitability of training courses offered by LALC.

### Clerk's Report:

#### 3. Top Green Finger Post

A resident had reported that the fingerpost for FP0124010 at the Top Green was down. A resident reported that a finger post for footpath FP0124012 at The Craggs had also rotted and was down. Councillors agreed that options to replace the posts should be discussed with the Lengthsman.

**Action:** Options for replacing the two rotten fingerposts will be discussed with the Parish Lengthsman.

#### 4. The Village Well

Residents who had personally maintained the area around the Village Well had requested that this be added to the Parish Lengthsman's schedule. Councillors agreed that this was a reasonable request.

**Action:** The Lengthsman will be consulted about the Village Well and asked to include a programme of inspection and maintenance in his work schedules.

### Members' Reports:

5. **LALC.** Nothing to report.

6. **Quarries.** A liaison meeting with the Back Lane Quarry was scheduled for Wednesday, 13<sup>th</sup> September 2023..

7. **Allotments.** Nothing to report.

8. **Village Hall.** The next meeting of the Village Hall Committee is scheduled for 7<sup>th</sup> November 2023.

**9. Lengthsman.** The Chairman reported that work was being planned for installing the two picnic benches on Church Bank green.

**10. Other Matters.**

**Councillor Resignation.** Councillor Littlewood tendered her resignation from the Parish Council, due to an impending move from the area. Councillors expressed their sincere thanks to Cllr Littlewood for her contribution to the Parish and their best wishes for the future. The Parish Council will be seeking to fill the vacant Councillor seat by co-option in the coming weeks.

**City and County Councillors' Reports:**

No further reports

**23/060 PAYMENT OF ACCOUNTS**

| Payee & Detail   | £        |
|--|----------|
| 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    |
| Glasdon UK Ltd – Two picnic benches for Church Bank open space                                     | 2,011.01 |

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

**23/061 DATE & TIME OF NEXT MEETING**

The next Council meeting is to be held on Tuesday, 10<sup>th</sup> October 2023 at the Over Kellet Village Hall, commencing at 7.15pm.

The meeting closed at 9:00pm

Clerk of the Council

Chairman

Date:



## Agenda Item: 5

### Planning Application Comments & Decisions

#### Update for September – October 2023

| Application Number / Description   | Parish Council Comment                                  | Planning Authority Decision / Status |
|--|---|--------------------------------------|
| <b>Part A – Applications decided since the last update</b>   |   |                                      |
| <b>23/00978/AD</b> Agricultural determination for erection of extension to existing building. Restarigg Farm Kirkby Lonsdale Road Over Kellet  | PC Response: No comments submitted (Min 23/050)         | <b>Prior Approval Not Required</b>   |
| <b>23/00876/FUL &amp; 23/00877/LB</b> Erection of a porch to the rear and insertion of patio doors to existing window opening to side elevation. Mousekill Barn, Kellet Road, Over Kellet.   | PC Response: No comments submitted (Min 23/050)         | <b>Application Permitted</b>         |
| <b>23/00386/FUL</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. Redwell House, Kirkby Lonsdale Road, Over Kellet. | PC Response: No comments submitted (Min 23/050)         | <b>Application Permitted</b>         |
| <b>23/00059/FUL</b> 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) | <b>Application Permitted</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)**

## Part B – Undecided Applications

**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)

**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)

**23/00738/FUL** Construction of dormer extension to rear elevation, a hip to gable roof extension, rooflights to front elevation and alterations to windows. 17 Greenways, Over Kellet

**Resolved:** No comments submitted (Min 23/050)

**23/00533/FUL** 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. Land To The North Of Capernwray House, Hobsons Lane, Capernwray.

**PC Response:** That a consultation response be submitted objecting to the application. (Min 23/050)

# OVER KELLET PARISH COUNCIL

**Parish Council Meeting, 10<sup>th</sup> October 2023**

## **Agenda Item 12 – Payments for Authorisation**

| <b>Payee &amp; Detail</b>   | <b>£</b> |
|---|----------|
| Over Kellet Village Hall – Room Hire on 12/09/23                  | 14.00    |
| Mike Ashton. Lengthsman Services, July-September 2023             | tbc      |
| Derek Whiteway – Parish Clerk salary and expenses, September 2023 | 217.60   |
| HMRC – PAYE deductions, September 2023                            | 50.80    |